Research Assistant Opportunity

Are you interested in gaining valuable research experience and working closely with SFU Faculty?

Do you have a passion for community engagement?

If you answered yes to the above questions, we invite you to apply for our summer research assistant position.

Now in its 35th year, the Institute for the Humanities at SFU seeks to accomplish these basic objectives: stimulate student interest and faculty research in demonstrating the irreducibility of humanistic perspectives in understanding some of the most pressing social, economic, political and environmental problems we face and, above all, to engage the many publics beyond the academy in the city, the province, the country and, indeed, the wider world. The Institute is perfectly placed, therefore, to play a key role in the idea of SFU as “student-centred, research-driven and community-engaged.” See [http://www.sfu.ca/humanities-institute.html](http://www.sfu.ca/humanities-institute.html) for more details about the program.

Duties and Responsibilities:

- Works closely with the Institute Director, Program Assistant, and Managing Editor of *Contours*;
- Prepares, reviews, edits, formats, and proofreads drafts of applications, proposals, journal submissions, book chapters, etc.

Qualifications:

- Excellent knowledge of research concepts, principles, procedures, and terminology;
- Excellent interpersonal, communication (verbal and written), and presentation skills;
- Excellent organizational and problem-solving skills;
- Excellent research, writing, proofreading, and editing skills;
- Excellent knowledge of style guides, especially MLA, APA, and Chicago;
- Proficient in the use of word processing and internet applications and tools;
- Ability to work independently and to detail;
- Ability to establish priorities and to work on a number of different initiatives concurrently within timelines and deadlines;
- Ability to maintain strict confidentiality.

Time commitment: June 1, 2018 to August 31, 2018; 250 hours total (approximately 20 hours/week)

Compensation: $20/hour
To Apply: Applicants should submit: (1) a 1-page cover letter structured to address the qualifications, skills, and role responsibilities as listed above, and (2) a CV. These two items should be organized as one PDF attachment and addressed to Samir Gandesha, Director, Institute for the Humanities, and emailed to insthum@sfu.ca.

Note: References will only be requested from short-listed applicants.

Application deadline: May 25, 2018

We appreciate all replies to this position posting, however, we are only able to contact short-listed applicants.