**Research Assistant - Office of the Ombudsperson**

The Ombudsperson at SFU is an independent, impartial and confidential resource for students. We provide information and guidance on students' rights and responsibilities, and University regulations, policies and procedures. The Ombudsperson may also make recommendations to the University, where appropriate, for changes to policies and procedures and to promote discussion on institution-wide concerns that impact students. The Ombudsperson is an advocate for fairness in general for the benefit of all students and the University community as a whole. SFU was the first university in North America to establish an Ombuds Office in 1965.

The Office of the Ombudsperson acknowledges that we are located on unceded Indigenous territory of the Coast Salish peoples including Tsleil-Waututh (salilwətaʔɬ), Kwikwetlem (kʷikʷəƛ̓əm), Squamish (Skwxwú7mesh Úxwumixw), Musqueam (xʷməθkʷəy̓əm), Semiahmoo, Katzie, Kwikwetlem (kʷikʷəƛ̓əm), Kwantlen, Qayqayt and Tsawwassen Territories.

In order to make valuable information available to all members of the University community, the Office of the Ombudsperson is seeking to revamp their website and create resources that are easily accessible and cover common issues and concerns. In response to the Calls to Action of the report of the Truth and Reconciliation Commission and SFU's Aboriginal Reconciliation Council, we also aim to enhance Indigenous cultural safety by reviewing practices and services available at other organizations to assess possible implementation at SFU.

**The Position**

The Simon Fraser University (SFU) Office of the Ombudsperson invites applications for a Research Assistant appointment to begin as soon as possible. The position will extend for the duration of the Spring 2020 and Summer 2020 terms with the possibility of extension.

The Research Assistant will complete an environmental scan of North American post-secondary ombuds and Indigenous ombuds offices and the resources and supports provided, identify gaps in the SFU Ombuds Office’s offerings and develop SFU-relevant resources (grade appeal guides, fairness in the classroom guides for instructors, etc.).

This is a temporary, part-time position.
Responsibilities

- Undertake environmental scan of North American post-secondary ombudsperson offices and Indigenous ombuds offices, research and assess resources and services provided
- Write and present report summarizing scan, identify gaps in SFU resources and support
- Develop SFU-relevant resources for publication (print and online)
- Assist with creation of SFU training/workshop modules on key topics
- Assist with designing assessment plan and tools for implementation

Minimum Qualifications

- Currently enrolled in a graduate program at SFU (Masters, PhD or equivalent combination of skills and experiences). The Applicant must intend to continue to be enrolled as an SFU student for the Spring and Summer 2020 terms.

Knowledge and Skills

- Familiarity with role of the ombudsperson and the principles of procedural fairness;
- Ability to select and implement meaningful analyses and present information in a clear and accessible manner
- Academic research and writing skills, as demonstrated by prior completion of similar projects;
- Experience designing workshops and training, curriculum development
- Excellent interpersonal skills, including strong oral and written communication skills;
- Ability to work independently
Rate of Pay

$25-35/hr (incl. vacation and statutory holiday pay, no medical or dental benefits) - based on experience, qualifications and degree program)

Hours of work/week: 8-10

Duration of Project: Approx. 22 weeks, possibility of extension

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 1-2-page resumé with two references listed. Please include a writing sample demonstrating report writing skills. These three items should be organized as one PDF attachment and addressed to Laura Reid, and emailed to ombuds@sfu.ca with “Research Assistant Application - *Name* as the subject line.

Note: Only the references of finalist candidates will be contacted.

Applications will be accepted until the position is filled.

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

Reasonable accommodations will be provided to a qualified candidate when accessibility needs related to disability are identified.

The Office of the Ombudsperson is an equal opportunity employer. We encourage members of marginalized or underrepresented communities to apply.