Research Assistant - Office of the Ombudsperson

SECTION 1: Project Description

The Simon Fraser University (SFU) Office of the Ombudsperson invites applications for a Research Assistant appointment to begin November 1 or earlier. The position will extend for the duration of the Fall and Spring term 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.).

SECTION 2: Tasks

Research Assistant responsibilities include:

- 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)
- Create SFU training/workshop modules on key topics
- Design assessment plan and tools for implementation

SECTION 3: Required Experience, Qualifications and Skills

Required qualifications and skills:

- Currently enrolled in a graduate program at SFU (Masters, PhD or equivalent combination of skills and experiences).
- 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, productively, and creatively;

SFU and the Office of the Ombudsperson is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and LGBTQ2SIA+ identified persons.

Office of the Ombudsperson Job Posting
Reasonable accommodations will be provided to a qualified candidate when accessibility needs related to disability are identified.

SECTION 4: Rate of Pay

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: 10-15

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

SECTION 5: APPLICATION INSTRUCTIONS

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.

Application deadline: Oct.16, 2019. We appreciate all replies to this position posting, however, we will only contact short-listed applicants.