Climate Change Education Research Assistant Job Description

Overview

We are seeking a Climate Change Education Research Assistant to support the development of climate change curricular and co-curricular educational and engagement opportunities for students at Simon Fraser University (SFU).

This is a part-time position with a flexible schedule, ideally suited for a student (graduate or undergraduate) with interests in scholarly research, sustainability and environmental education, education for sustainable development, climate change education, curriculum development, and pedagogy in higher education.

The Purpose of the Role

In partnership with Embark Sustainability, an independent, student-led not-for-profit based out of SFU, the SFU Sustainability Office is considering how we can develop co-curricular climate action and learning focused programming for SFU students that complement academic courses and respond to student needs. In addition, the Sustainability Office is working towards supporting the increase of academic climate change-related curriculum.

In this position, you will use your research, writing, communication, and analysis skills to conduct research into climate change education and engagement for higher education students.

Job Details

- This position is open to undergraduate and graduate students currently enrolled at SFU
- Salary: $23/hour plus 4% in lieu of benefits for undergraduate students; $25/hour plus 4% in lieu of benefits for graduate students
- Total appointment hours: funding is available for 135 hours (10-15 hours per week for 9 weeks)
- Contract start and end dates:
  o Option 1: Start date - The week of February 10, 2020; End date - Friday, April 10, 2020
  o Option 2: Start date - The week of February 24, 2020; End date - Friday, April 24, 2020
  o Options are dependent on a few different factors and will be discussed with the candidates interviewed.
- Weekly hours:
  o Flexible schedule (based on the successful candidate’s personal schedule), but dependent on project deadlines and team meetings
  o Estimated at 10-15 hours per week
- Work location:
Flexible (Work can be conducted on campus or off site. We are not able to provide a work space for the successful candidate in our office at the Burnaby campus. The successful candidate must be available to attend meetings at SFU’s Burnaby and Vancouver campuses, which will be planned in advance with the project deadlines and the successful candidate’s personal schedule in mind)

**Anticipated Tasks and Responsibilities**

The Climate Change Education Research Assistant will contribute to the project in several ways, including (but not limited to) the following anticipated tasks, responsibilities, and deliverables.

**Research**
- Provide research support to staff members engaged in this project
- Conduct literature searches and write a literature review
- Coordinate and conduct an environmental scan of similar programs at other post-secondary institutions and in the community to compile a list of related programs, guiding (“best”) practices, trends
- Provide recommendations on the best research methodologies to use in the context of climate change education research
- Organize, manage, and communicate findings to supervisor and the team collaborating on this project
- Maintain accurate, comprehensive databases for research activities, data, and findings

**Analysis and Synthesis**
- Assist with data entry related to the research this role conducts
- Assist in coding and analyzing data generated during research

**Report and Proposal Writing**
- Synthesize and summarize information from a variety of sources, including a literature review, environmental scan, etc.
- Write a final report in collaboration with the other staff members working on this project

**Other related tasks**
- Attend scheduled team meetings and participate in other relevant meetings as needed
- Work in collaboration with the supervisor of this role (the Manager, Student Learning & Leadership) to determine the direction forward (tasks, timelines, content)

**Deliverables**
- Literature review
- Environmental scan and list of community-based (informal) and post-secondary education institution-based (formal) climate change education programs
- List of guiding (“best”) practices and trends in curricular and co-curricular climate change education programs
- Map of SFU’s sustainability-related and climate change-related academic programs and co-curricular learning/involvement opportunities

**Required Qualifications and Skills**

The ideal candidate for this position should be prepared to use the following skills and knowledge in their work.
### Subject Knowledge and Interest

*The ideal candidate will have:*

- A understanding of climate change from a broad and holistic sustainability perspective (i.e. one that acknowledged the interconnections between climate change, social sustainability, ecological sustainability, and economic sustainability)
- An interest in sustainability and environmental education, education for sustainable development, and climate change education
- An interest and (at least basic) understanding of curriculum development and pedagogy, and co-curricular programming in higher education

### Research and analytical Skills

*The ideal candidate will have:*

- (At least basic) qualitative and quantitative data analysis skills
- (At least basic) data collection and management skills

*The ideal candidate will be able to:*

- Identify appropriate research methodologies to use in this work
- Apply research methodologies to design robust and rigorous research processes
- Conduct literature searches and reviews in disciplines within and beyond their own research area/area of studies

### Administrative Skills

*The ideal candidate will have:*

- Accuracy and attention to detail

*The ideal candidate will be able to:*

- Efficiently use Microsoft Office programs (Word, Excel, Outlook) and Google Drive
- Manage time and resources with multiple priorities
- Take initiative, ask questions for clarification, meet challenges with resourcefulness
- Work independently and in a team environment

### Communication and Teamwork Skills

*The ideal candidate will have:*

- Strong interpersonal skills, including strong oral and written communication skills

*The ideal candidate will be able to:*

- Work productively on their own and as part of a team

---

The following experience and skills are assets. They are not requirements and can be learned on the job:

- Familiarity with Zotero (an open source reference management program)
- Report and proposal writing
- Data visualization techniques
- NVivo software
Work context and environment

We acknowledge that our work (and that of this position) takes place in a colonial education institution on the unceded traditional homelands of the Sḵwx̱ wú7mesh Úxwumixw (Squamish), xwmaθkwä̓y̓ am (Musqueam), səl̓ ílwətaʔɬ (Tsleil-Waututh), ŋí č̓ ay̓ (Katzie), and kwik̓wəƛ̓ am (Kwikwetlem) peoples. Recognizing the land and our work in this way is purposeful and meant as one small step (in a series of many ongoing and evolving steps) that we are taking to disrupt the patterns of settler colonialism currently entrenched in Canadian educational institutions and the field of sustainability.

This role will report to the Manager of Student Learning and Leadership in the SFU Sustainability Office.

Eligibility & Application Instructions

Eligibility

• Applicants must be currently enrolled as an undergraduate or graduate student at SFU
• SFU encourages applications from all qualified individuals including Indigenous Peoples, women, persons with disabilities, visible minorities, people of all sexual orientations and gender identities, and others who may contribute to the further diversification of the university.

How to apply

• Send your application, including the following documents organized as one PDF attachment, to Kim Thee, Manager, Student Learning and Leadership (pronouns: she/her, email: kthee@sfu.ca) by 9:00 AM on Monday, February 3, 2020:
  1) A 1-page cover letter structured to address the qualifications, skills, and role responsibilities as listed above
  2) A 1-2 page resumé

Application and interview timeline

• Application deadline: 9:00 AM on Monday, February 3, 2020
• Applicants must be available for a 30-45 minute interview during the week of February 3, 2020

We thank all applicants for their interest, however, only those selected for interviews will be contacted.