Summary

Position: Research Assistant

Purpose: A growing number of international students come into BC each year. These students provide significant social, cultural, and economic benefits to communities and institutions throughout the province. International students require significant settlement support services as they make BC their temporary home. It is vital to obtain a clear picture of the types of support services international students require while studying and after graduation, as well as the services that are offered by settlement service provider organizations and educational institutions. The Research Assistant will provide support to AMSSA’s research project on the support services available to post-secondary international students in BC, collecting and analyzing qualitative and quantitative data and producing a final report.

Reports to: Research and Information Coordinator

Classification: Temporary Part-Time, 1-2 days per week

September 2017 – March 2018

$28.00-$35.00 per hour

Duties:

Research Assistance and coordination

- Develops research instruments and conducts focus groups and small surveys with key stakeholders and informants with the support of the Research and Information Coordinator.
- Liaises with partners to arrange focus group meetings and recruit participants.
- Arranges transcription service for all focus groups.
- Analyzes qualitative and quantitative research data and prepares summary reports.

Product development

- Creates a final report for the project in consultation with the Research and Information Coordinator.

Affiliation of Multicultural Societies and Service Agencies of British Columbia
205 – 2929 Commercial Drive, Vancouver, BC Canada V5N 4C8
Toll Free 1 888 355-5560 • T 604 718-2780 • F 604 298-0747
amssa@amssa.org • www.amssa.org
• Develops a practical tool-kit based on the survey findings for use by stakeholders, in consultation with the Research and Information Coordinator.

**Job Specific Competencies:**

**Research**
- Experience conducting basic social research in an academic or professional setting, including instrument design, data analysis, and reporting.
- Proficiency in the use of software to collect, analyze and present qualitative and quantitative data (e.g. SPSS, NVivo).

**Knowledge**
- Understanding of theoretical approaches to immigration and migration including: multiculturalism, diversity, social inclusion and social sustainability.
- Understanding of discourses that relate to immigration, settlement, service delivery and management, policy and legal environments.
- Understanding of the post-secondary education system in British Columbia.

**Communications**
- Ability to organize, prioritize, synthesize and adapt information to various audiences.
- Excellent interpersonal skills including oral and written communication.
- Writes according to correct English usage and in accordance with AMSSA’s communication standards and protocols as well as sectoral / industry standards.
- Understands editing requirements, standards and formats used by the communications team.

**Contributions to project management**
- Contributes ideas, recommendations and solutions to reach project goals.
- Ability to ensure actions are performed and implemented to achieve the results of the project.

If you are interested in this opportunity, please submit your cover letter and resume by **September 21st, 2017** to:

Lucy Buchanan-Parker  
Research and Information Coordinator  
AMSSA  
[ibuchanan@amssa.org](mailto:ibuchanan@amssa.org)