Research Assistant
Institute for the Study of Teaching and Learning in the Disciplines and SFU Beedie School of Business

The Simon Fraser University Institute for the Study of Teaching and Learning in the Disciplines invites applications for a Research Assistant appointment for the Teaching and Learning Development Grant project: Assessing the Effectiveness of A Business Career Education Program, to begin immediately.

Business Career Passport (BCP) is a co-curricular career preparation program for Bachelor of Business Administration (BBA) students. Effective in the Fall 2017 term, this program has been approved by the senate to be a continuance requirement, in which students must complete six workshops within 12 months of their admit-term to the BBA program.

To evaluate the program we plan to:
1) Administer a pre-program survey at the beginning of the program to learn students’ prior motives, attitude, knowledge, and experience about career management
2) Measure students’ perceptions of their performance using a questionnaire
3) Assess the quiz scores to measure student performance based on knowledge of the pre-reading
4) Career advisors will be assessing all of the deliverables based on a rubric
5) Send a random sample of students’ deliverables to be assessed by industry professionals (human resources professionals of the potential employers) using the same rubric
6) Depth interviews with industry professionals before and after the assessment of the portfolio

This project is intended to investigate the effectiveness of a mandatory career education program for undergraduate business students.

Research assistant responsibilities include:
• Instrument design such as creating surveys, rubrics, interview protocols, observation protocols/checklists, self-reflection tools
• Analyze and summarize data, such as survey and interview data
• Undertaking literature reviews related to the project
• Assisting with data entry and evaluation
• Supporting dissemination of project findings within and beyond SFU
• Attending meetings with project leads

Required qualifications and skills:
• Currently enrolled in a graduate program at SFU (M.A., ME.d, PhD or equivalent combination of skills and experiences). Preference will be given to a graduate degree in or related to counselling psychology, educational psychology, or career development.
• Excellent interpersonal skills, including strong oral and written communication skills
• Ability to work with faculty from a wide range of disciplines
• Experience with basic qualitative and quantitative data analyses
• Experience with instrument design (especially surveys, rubrics, interview protocols, observation protocols/checklists, self-reflection tools)
• Ability to undertake literature reviews in disciplines beyond own research area

Rate of pay: $20 - $25/hr (incl. vacation and statutory holiday pay, no medical or dental benefits) - based on experience, qualifications and degree program (MA or PhD). Total appointment hours: Minimum of 100 hours

To Apply: Submit a (1) 1-2 page resume with 2 references listed, (2) 1-page cover letter to address why you are interested in the project and add to the skills and qualifications you bring to the role, (3) copy of your official or unofficial transcript (4) a writing sample of a literature review. These items should be organized as one PDF attachment and addressed to Lisa Higashi, Manager Undergraduate Careers, and emailed to lisa_higashi@sfu.ca.

Note: Letters of reference will only be requested from short-listed applicants.

Application deadline is September 30, 2017 or until filled. We appreciate all replies to this position posting, however, we will only contact short-listed applicants.