

Research Assistant
Institute for the Study of Teaching and Learning in the Disciplines, Simon Fraser University

The Simon Fraser University (SFU) Institute for the Study of Teaching and Learning in the Disciplines (ISTLD) invites applications for a Research Assistant appointment, to begin January 8, 2018 (or earlier) to June 29, 2018. Time commitment is 5 - 10 hours/week, \$20.00 - \$25.00/hour (includes 4% vacation and statutory holiday pay), depending on experience and qualifications.

The primary purpose of the ISTLD (<http://www.sfu.ca/istld>) is to inspire, support, and enhance faculty-led inquiry into all aspects of teaching and learning at SFU. By “faculty-led inquiry” we mean that which is initiated by faculty members and related to ideas or questions about teaching and learning in a specific course, more than one course, at the program level or across programs. This work is supported through the Teaching and Learning Development Grants (TLDG) program (<http://www.sfu.ca/tlgrants>) and through related work of faculty members and graduate students affiliated with the ISTLD.

Research assistant responsibilities include:

- Participating in ISTLD activities, including the facilitation and administration of ISTLD-sponsored events;
- Working on ISTLD-based research and evaluation activities (e.g. analyze and summarize evaluation information related to ISTLD mandate, such as survey and interview data);
- Providing research support to faculty engaged in investigating teaching and learning, including literature searches and pointers to other relevant TLDG projects;
- Supporting dissemination of project findings within and beyond SFU;
- Undertaking literature reviews related to ISTLD publications;
- Assisting with data entry and evaluation related to TLDG projects’ progress/tracking;
- Attending bimonthly ISTLD team meetings.

Required qualifications and skills:

- Currently enrolled in a graduate program at SFU; preference will be given to PhD students in the first or second year of their program.
- Excellent interpersonal skills, including strong oral and written communication skills;
- Ability to work with faculty and graduate students from a wide range of disciplines;
- Some experience with basic qualitative and quantitative data tools and analyses (e.g. SPSS, NVIVO);
- Some experience with instrument design (especially surveys, but also rubrics, interview protocols, observation protocols/checklists, self-reflection tools);
- Ability to undertake literature reviews in disciplines beyond own research area;
- Skilled in use of Microsoft Office suite

Experience and skills that would be an asset:

- Familiarity with reference management software (e.g. Zotero) and database management (e.g. Filemaker);
- Experience with Teaching and Learning research;
- Experience with Excel pivot tables.

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. These two items should be organized as one PDF attachment and addressed to Sheri Fabian, and emailed to istld@sfu.ca Note: References will only be requested from short-listed applicants.

Application deadline – December 8, 2017

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