

## Research Assistant (Know Your Rights Guide Project)

Starting date: November 15, 2019.

Founded in 2007, the GSS is the student society and governing body of all graduate students at Simon Fraser University. We represent over 4,000 students in 38 academic programs at SFU's Burnaby, Surrey and Vancouver campuses. The BC Universities Act recognizes the Society as the primary representative of graduate students in university affairs and allows us to collect and administer dues on our members' behalf. We use these fees to provide a group benefit plan, grants and other funding, socials, student spaces, and support to departmental caucuses.

The Graduate Student Society acknowledges that we are located on unceded Indigenous territory of the Coast Salish peoples including Tsleil-Waututh (səlilwətaʔ), Kwikwetlem (kʷikwəʔləm), Squamish (Skwxwú7mesh Úxwumixw), Musqueam (xʷməθ kʷəyəm), Semiahmoo, Katzie, Kwikwetlem (kʷikwəʔləm), Kwantlen, Qayqayt and Tsawwassen Territories.

As part of the GSS's ongoing commitment to improve the personal, academic, and professional lives of our members, we will be launching a "Know Your Rights" guide. The guide will assist graduate students in navigating the various policies that may apply to their academic and non-academic experiences at SFU. Language in the guide will make policies accessible, and the most important information for graduate students will be summarized in a single comprehensive document; for more detailed information students will be directed to the relevant policies. The "Know Your Rights" guide will be made available in both a print and an online version.

### The Position

The Research Assistant (Know Your Rights Guide Project) will be researching, collating and analyzing any of the university's policies and regulations that might have an impact on graduate students. The position will be responsible for collecting and preparing information from both SFU and government policies to present in a guide for graduate students.

This is a temporary, part-time position. The chosen candidate is expected to work a total of 150 hours between the date of hiring and February 2020.

### Responsibilities:

- Producing the written content for the GSS Know Your Rights Guide;
- Researching all relevant documents to comprehensively catalogue SFU's policies (a list of policies will be provided) and regulations related to graduate students and studies;

- Research and catalogue government policies that would be relevant to SFU graduate students;
- Identifying key aspects of each policy that are most relevant to graduate students;
- Translating the policies to user-friendly / popular language / layman terminology;
- Working with appropriate organizations and offices at SFU or in the community to help identify key clauses, translate policies and provide advice to be in the guide;
- Meeting with graduate students and GSS staff to help guide the development of the guide;
- Identifying inconsistencies and lack of clarity within policy documents;

**Minimum qualifications:**

Must be members of the GSS at SFU, with research or work experience in public policy.

**Knowledge and Skills:**

- Previous experience with research, analysis and interpretation of policy documents
- Background or previous experience in public education
- Previous experience with public campaigns & developing campaign materials
- Strong writing and communication skills
- Experience with MS Word, Excel, PowerPoint, Google Docs and creating tables and charts in each of those programs
- Excellent attention to detail
- Ability to work both within a team, and independently

Salary: \$26.59/hr (as of September 1, 2019) + benefits

**Please send your cover letter and resume to: [hiring@sfugradsociety.ca](mailto:hiring@sfugradsociety.ca) as soon as possible.**

*The Graduate Student Society is an equal opportunity employer. We encourage members of marginalized or underrepresented communities to apply.*