

Job Description – SAIT Student Research Assistant (RA)

Title: SAIT Student Research Assistant (RA)

Description

The Centre for Academic Development and Innovation (CADI) has the mandate to support SAIT faculty development in teaching and learning, to contribute to a culture of teaching excellence at SAIT, and to lead the institution in teaching and learning innovations.

A group of CADI faculty members is completing a research project exploring teaching culture at SAIT. The first part of this study (Phase 1) will be implemented during the 2024-2025 academic year. Our team is hiring SAIT Student Research Assistants (RA) to support the implementation of Phase 1 of this study. There are up to two RA positions available.

Position Parameters

- the SAIT Student Research Assistants (RA) will work part-time, between **5 to 10 hours per week**, specific hours are negotiable and will be scheduled with the supervisor (Principal Investigator);
- the RA contract will be issued for the period of **September 9, 2024 – June 30, 2025**; the successful candidate(s) must be available for the duration of the contract;
- the rate of pay will be **\$20. per hour**;
- the RA will be enrolled in the SAIT LEADS Program, which will provide the RA with co-curricular credit on their SAIT transcript, for the work they complete as part of this part-time job contract;
- the RA will conduct **work both in person**, on SAIT's Main Campus, in Calgary, **and remotely**, to be arranged with the supervisor(s):
 - The successful candidate(s) will need to provide their own access to internet connection for any remote work
 - The successful candidate(s) will be provided with a SAIT laptop computer for the duration of the contract; for research ethics purposes, all work related to this project must be completed on the SAIT laptop computer;
- Some travel may be required of the successful candidate(s), for the purpose of attending and presenting research findings at academic conference(s), alongside at least one of the research team members; the RA travel expenses will be paid for by the project budget.

Key Responsibilities

- Search for and read scholarly articles to support the ongoing literature review process for this research study;
- Collate and code data, with guidance from the supervisor and research team;
- Conduct preliminary individual review and analysis of data from an online survey;
- Participate in discussions with the research team around analysis of online survey data;
- Engage with the research team in developing clear statements representing the research findings for Phase 1 (online survey data);
- Participate in developing communications of the research findings and drafting slide presentations, infographics, and/or other visualization of research;
- Co-present the research findings, with one or more member(s) of the research team, at an academic conference;
- Draft a research report at the end of Phase 1 for review by the research team.

Position Requirements

Formal Education & Certification

- Be enrolled, full-time, in a SAIT Bachelor's degree program for the duration of the Research Assistantship contract;
- Preference will be given to candidates with prior research experience

Knowledge & Experience

- Understanding of CADl's mandate and strategic goals within the context of the academic division at SAIT;
- Proven experience as a research assistant and/or interest in developing research skills and experience;
- Experience in searching library systems for scholarly (peer-reviewed) publications;
- Ability to communicate effectively in English (writing, reading, speaking, and listening);
- High degree of digital literacy (especially working in Microsoft 365 and with survey software, such as SurveyMonkey);
- Good knowledge of applicable data privacy policies and practices in the context of a publicly funded, higher education institution;
- Good analytical and problem-solving skills;
- Mandatory attendance at and participation in the LEADS training session in August 2024.

Personal Attributes

- Ability to follow instructions and ask for help when needed;
- Excellent listening, interpersonal, written, and oral communication skills;

- Impeccable ethical conduct and proven ability to respect and protect confidentiality when dealing with private and sensitive data and files;
- Highly self-motivated
 - Follows through on tasks and projects to completion;
 - Effectively prioritizes and executes tasks, under given timelines;
 - Keen attention to detail.;
 - Produces high quality work;
- Strong interpersonal skills
 - Experience working in a team-oriented, collaborative environment;
 - Demonstrate respect and professionalism in all interactions.

Application Process

To apply, please complete the [online application form](#), and upload your cover letter and resume through this form.

For inquiries, contact student.engagement@sait.ca.

Please note that in submitting your application, you are verifying that you are:

- In good academic standing (TGPA or TIGPA 3.0 or above).
- In good conduct standing and consent to this being verified by the Office of Community Conduct.

Hiring Timeline

Job Posting: July 15- August 9

Application Deadline: August 9, 2024, by 12:00 noon

Interviews will be conducted: August 12-16, 2024

Successful Candidate(s) Starts Work: September 9, 2024