

## **TEMPORARY RESEARCH ASSISTANT NETWORK FOR STUDENT WELL-BEING**

**(3.5 hours daily, 4 days per week)**

**\$26.72/hour**

**As Soon As Possible to March 31, 2020 (with possibility of extension pending funding)**

### **SCOPE**

Reporting to the Facilitator, Knowledge Mobilization Network and working with members of the Knowledge Network for Student Well-Being, the incumbent will provide support and research for the projects initiatives.

### **DUTIES**

1. Provide assistance to the Knowledge Network in areas such as:
  - organizing arrangements for Network activities such as meetings, teleconferences, webinars, and other knowledge mobilization activities,
  - book meetings, arrange meeting facilities, and arrange travel for Project Steering Committee, and Educator Reference Groups,
  - maintain electronic communication tools, distribution lists, consents and permissions in accordance to privacy legislation and research ethics standards,
  - coordinate and track expenditures in support of the project,
  - collect and synthesize knowledge in support of Communities of Practice,
  - develop and carry-out evaluation activities, in partnership with Knowledge Network Facilitator and KNAER Secretariat,
  - conduct interviews and focus groups in conjunction with Knowledge Network Facilitator,
  - on-line survey programming,
  - coordinating participant master lists of participants in the Communities of Practice,
  - preparation of data collection packages,
  - transcriptions of qualitative data,
  - website updates,
  - literature searches,
  - preparation of workshops and conference presentations.
2. Provide triage for the external inquiries about the Knowledge Network. Respond to inquiries about the Knowledge Network. Maintain an annual database of inquiries.
3. Assist in the development and maintenance of the Knowledge Network research synthesis database. This involves surveying the literature on specific education-related topics and performing a first-level analysis on the quality of existing systematic reviews. The Research Assistant will also create and maintain the database that will house E-BEST approved reviews, by subject area.
4. In consultation with the Network Facilitator, the Research Assistant will prepare quarterly newsletters and will disseminate this document throughout the Network and to individual subscribers.
5. Serve as the administrative assistant for the Network Facilitator. Specifically, the Research Assistant will field telephone calls to the Knowledge Network office, maintain the mailing list, respond to department email, and take minutes at team meetings. In addition, s/he will track expenditures and reimbursements, and will make purchases with the approval of the Network Facilitator and the Manager of Research and Analytics.

## QUALIFICATIONS

1. Undergraduate degree (Honors level, with thesis)
2. Strong knowledge on all of the Board policies and procedures.
3. Fluency with management of on-line survey software (QUALTRICS or equivalent) is required.
4. Fluency with data management techniques combined with experience with statistical and presentation software is required.
5. Requires knowledge of mathematical calculations and formulas.
6. Ability to maintain discretion with confidential information.
7. Ability to review and integrate scientific literature.
8. Competence with efficient research techniques.
9. Knowledge and experience of a variety of computer equipment and software including: web development software , presentation software, Microsoft Word, Excel, BAS and O365
10. requires knowledge and experience in administrative methods and established internal office procedures to perform the duties of the job and to respond to inquiries
11. Ability to organize work, prioritize, work accurately with demanding deadlines in a busy changing work environment.
12. Demonstrated interpersonal skills are required when dealing with staff, the public and in a working in a team environment.

## APPLICATIONS

Deadline for submission is **4:00 p.m. on Wednesday, August 15, 2018**

Please apply to: Leticia Goddard, Human Resources Officer  
Hamilton-Wentworth District School Board  
P.O. Box 2558  
Hamilton, Ontario L8N 3L1  
Fax: 905-521-2543  
e-mail: [mycareerOCTU@hwdsb.on.ca](mailto:mycareerOCTU@hwdsb.on.ca)

Applicants are thanked in advance for their interest; however, only those who have been short-listed for an interview will be contacted.

*Accommodation for applicants is available in the recruitment process.*