RESEARCH ASSISTANT

Job title: Full-time Research Assistant
Timing of position: April 2017-April 2018
Location: School of Public Health and Social Policy, Faculty of Human and Social Development, University of Victoria, Victoria, BC
Reports to: Program Manager
Salary range: $35,000/year

Program description: The GlobalChild Program is a newly established program of research and development funded by the Michael Smith Foundation for Health Research (MSFHR) and the Canadian Institute for Health Research (CIHR). We currently have three ongoing projects related to children’s rights and improving them as a pathway to enhance the health and development of children in Canada and worldwide. For more information on our team and our projects, please visit our website: www.globalchildnetwork.com.

Job description: The Research Assistant will work under the supervision of the Program Manager on tasks including, but not limited to, the following:
- Grant writing and applying for research grant funding;
- Writing and editing research manuscripts and reports;
- Conducting literature searches;
- Planning events and workshops;
- Creating content for social media, website, and newsletters;
- Other tasks and responsibilities related to the research.

Qualifications:
Minimum requirements:
- A bachelor’s degree in the social sciences or a related field;
- AND minimum 1 year of experience in research, or have an equivalent of education, training, and experience;
- Ability to think critically and analytically;
- Strong attention to detail;
- Excellent written/oral communication skills;
- Strong research and organizational skills;
- Proficient with MS Office (Word, Excel, PowerPoint);
- Ability to work independently and in a collaborative environment;
- Knowledge of and experience with writing for social media.

Preferred requirements:
- Demonstrated ability to apply for grant funding;
- Knowledge of children’s rights research.
- Familiarity with website maintenance and programming.

Please email your CV and a cover letter by Friday, March 17, 2017 to Shawna McNabb at hsdrcpd@uvic.ca.