

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** CHIL1 - Research Assistant CMV  
**DEPARTMENT NAME:** SCHOOL OF CHILD AND YOUTH CARE  
**CONTACT NAME:** Dr. Doris Kakuru

#### JOB DESCRIPTION:

Your job will include the following tasks

- Assist with developing ethics protocols
- Assist literature review to carry out a critical discourse analysis of policy documents.
- Assist with qualitative and quantitative data analysis
- Assist with preparation of research summaries, outlines, figures, and diagrams for presentations and publications
- Assist with overall project coordination including setting up meetings, taking minutes, and tracking project milestones and deliverables
- Attend weekly meetings and report to the project team as required.
- Other duties as assigned.

#### QUALIFICATIONS:

- Experience with mixed methods research
- Experience with conducting policy analysis
- Experience with and knowledge of relevant data analysis applications and techniques
- Sound organizational and data management skills
- Ability to work with minimal direct supervision while paying close attention to detail and bearing independent responsibility for data accuracy
- Strong oral and written communication skills
- Works well in a team environment

**JOB LOCATION ON-CAMPUS:** Online

**WORK STUDY WAGE:** \$16.50/hour (including 4% vacation pay)

**DEPARTMENT TOP-UP:** \$2.00/hour

**HOURS AVAILABLE:** 100

**HOW TO APPLY:** Send a cover letter and resume as a single pdf file to:

Dr. Doris Kakuru (doriskakuru@uvic.ca)

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM  
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>