

## **WORK STUDY JOB POSTING**

For HR/CUPE 951 USE ONLY

CUPE

**JOB TITLE:** DMSC4 - Research Assistant

**DEPARTMENT NAME:** DMSC

**CONTACT NAME:** Dr. Nichole Fairbrother

### **JOB DESCRIPTION:**

- Support project administration
- Monitor study email account and research office phone line
- Ensure accurate and detailed research records are maintained
- Liaise with study participants
- Coordinate the scheduling of volunteers
- Prepare and distribute questionnaire packages to participants
- Assist in making mental health referrals for interested participants

### **QUALIFICATIONS:**

High school completion; 3rd or 4<sup>th</sup> year undergraduate student in a related field (e.g., psychology, child & youth care, family studies) preferred. This position provides an opportunity to receive training and experience in perinatal mental health, and the administration of epidemiological research. This position is well-suited for someone who is looking to complete graduate studies in a related discipline (e.g., clinical psychology). This is a student appointment. To be eligible for a student appointment, the incumbent must be enrolled in a minimum of 18 credits in the winter term.

### **Skills and Abilities:**

- Excellent organizational skills.
- High degree of motivation, enthusiasm and initiative.
- Excellent oral and written communication, interpersonal, and conflict resolution skills.
- Excellent computer literacy, knowledge of Microsoft Excel, SPSS, and PowerPoint is highly preferred.
- Knowledge of clinical psychology and psychiatric disorders is preferred.

Applicants must be eligible for Work Study Program  
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

**JOB LOCATION ON-CAMPUS:** Queen Alexandra Centre for Children's Health  
Queen Alexandra Building, Room 202, 2400 Arbutus Road  
Victoria, BC Canada V8N 1J2

**WORK STUDY WAGE:** \$12.00/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** \$4.72

**HOURS AVAILABLE:** 47

**HOW TO APPLY:** Please send a copy of your cover Letter and resume to:

Rebecca Ferguson,  
The Perinatal Anxiety Research Lab,  
Queen Alexandra Centre for Children's Health  
Queen Alexandra Building, Room 202, 2400 Arbutus Road  
Victoria, BC Canada V8N 1J2

Or Via Email to [childbirthfearstudy@uvic.ca](mailto:childbirthfearstudy@uvic.ca)