JOB TITLE: PADM2 - Project Assistant
UNESCO Chair in Community-Based Research

DEPARTMENT NAME: School of Public Administration

CONTACT NAME: Dr. Budd Hall (bhall@uvic.ca)

JOB DESCRIPTION:

This position is for the project assistant to the UNESCO Chair in Community-Based Research (CBR) and Social Responsibility in Higher Education, which is a partnership between Dr. Budd Hall (UVic) and Dr. Rajesh Tandon (PRIA, India). The UNESCO Chair supports North-South-South and South-South partnerships that build on and enhance building a knowledge democracy.

Please visit the UNESCO Chair in CBR website for more details on the activities and research platform: http://unescochair-cbrsr.org

As research assistant you will be working closely with the project coordinator and co-chairs on a number of key research activities. This position will focus mainly on contributing to the ‘Knowledge for Change (K4C)’ Consortium, its Mentor Training Program and other research projects of the UNESCO Chair. The K4C Consortium is a specific structure growing out of the University of Victoria (UVic)-PRIA agreement that supports the UNESCO Chair. The goal of the K4C Consortium are: (1) to develop an internationally-accredited Gold Standard Curriculum for CBR training; (2) to offer an online Mentor Training Program (MTP) starting in January 2018; (3) to create 15 training hubs in various parts of the global South and the excluded North (India, Indonesia, Ghana, Uganda, S. Africa, Canada, Malaysia, UK, Italy) to develop research capacity in local languages using local learning materials.

The assistant will be engaged in learning and developing skills in writing and analysis, qualitative, quantitative and arts methods (interviews, survey, transcribing, community video) and communication (website, newsletters, media platforms, conferences). The assistant will help to:

- develop content for the UNESCO Chair website and social media platforms;
- manage the UNESCO Chair’s open access repository;
- disseminate news on the progress of K4C and other related activities;
- connect with the UNESCO Chair’s partners and networks;
- identify funding opportunities and develop grant applications;
- support the organization of a 2-week learning residency as part of the K4C-MTP.

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

Qualifications include experience in qualitative research methods, research and writing, and should have excellent communication skills. Website and multi-media experience is an asset. The assistant is encouraged to work collaboratively with the coordinator and other students as well as be comfortable working independently.

JOB LOCATION ON-CAMPUS: School of Public Administration (Human and Social Development building) and/or University House 3

WORK STUDY WAGE: $13.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $1.50/hour

HOURS AVAILABLE: 100 hours (Sept. 2018 - April 2019)

HOW TO APPLY:

Please send cover letter and resume to:

Walter Lepore
Project Coordinator, UNESCO Chair in CBR and Social Responsibility in Higher Education
School of Public Administration
University of Victoria
Email: walepore@uvic.ca