

Research Assistant/Scientific Interviewer Position Description September 27, 2024

Position Identification

Title:	Research Assistant / Scientific Interviewer
Status and Funding:	Full-time, grant-funded (six months; opportunity to be extended)
Start date:	ASAP
Location:	Children's Health Policy Centre (may work remotely; some evenings and weekends required)
Salary:	\$24-32/hr (commensurate with experience)

Organizational Summary

The Children's Health Policy Centre (CHPC) is an interdisciplinary research group in the Faculty of Health Sciences (FHS) at Simon Fraser University (SFU). Our work focuses on improving social and emotional wellbeing for all children and on the public policies needed to reach these goals. Our work complements the mission of FHS to advance the health of populations locally, nationally and globally.

Position Overview

CHPC is collaborating with a regional health authority, to evaluate a new enhanced program for expectant and new mothers who are experiencing disadvantage and their young children. The aim of the research is to identify and evaluate the impact of activities related to the program's services on mothers, and to evaluate the training and delivery of the program's services by public health nurses. The CHPC is seeking a short-term, full-time Research Assistant / Scientific Interviewer (RA/SI) to provide direct support to the CHPC research team. The primary responsibilities of the RA/SI include: scheduling and conducting telephone survey interviews with research participants (i.e., new mothers, public health nurses and staff), data entry, coding and data organization.

Working Relationships

Reporting to the Principal Investigators (PIs) and Research Manager, the RA/SI will contribute to implementing data collection of the project. The RA/SI liaises with CHPC research staff and students, and health authority personnel and maternal clients.

Required:

- Fulltime (40-hours/week), flexible hours including the ability to work some evenings and weekends
- Working remotely (with occasional visits at central CHPC office at SFU-Harbour Centre)
- Verification of satisfactory criminal record check
- Ability to commit to a minimum of 6-months contract position (opportunity to be extended)

Roles and Responsibilities

The RA/SI will provide research assistance and contribute to the following:

- Assisting in preparing and refining the surveys and interviewing protocol;
- Contributing to the development of research documents and administrative logs;
- Liaising with research participants, public health personnel and others involved in the project;
- Following up on referrals to recruit participants and obtaining informed consent;
- Organizing and conducting telephone interviews using computer-assisted interviewing techniques;
- Assisting with honoraria reimbursement, and RA/SFI timesheet tracking;
- Conducting rigorous data collection, coding and data organization;
- Transcribing and coding of open-ended survey items and contributing to data cleaning;
- Contributing to and participating in team meetings;
- Contributing to literature reviews and the preparation of project reports;
- Providing coverage for other RAs as required; and
- Other related duties as required.

Exercising Judgment/Impact of Decisions

The RA/SI will exercise a considerable amount of judgment, responsibility and initiative in coordinating their own work and carrying it through to completion. The RA/SI's work is critical to the research work conducted by the CHPC. Errors or misinterpretations could seriously affect the academic reputation of the CHPC, the FHS and SFU as a whole.

Supervision Received and Provided

The RA/SI will receive supervision from the PIs and Research Manager.

Qualifications

The RA/SI position requires an undergraduate degree in a relevant discipline (e.g., health or social sciences) with related research experience, preferably in an academic setting. Experience with conducting research interviews is an asset. This position requires superior interpersonal, organizational, critical thinking and communications skills (oral and written), as well as the ability to learn quickly and function both independently and as part of a team. Academically, the RA/SI must demonstrate curiosity, enthusiasm, creativity and excellence. The RA/SI must also be comfortable and non-judgmental in working with diverse populations and in diverse environments.

Mentoring and Development

The CHPC is committed to life-long learning for all team members. Opportunities will be encouraged e.g., through assistance with reports, presentations and grant applications. The RA/SI position offers a unique opportunity to contribute to building the scholarly field of children's health equity and policy.

Application Process

Please submit a letter outlining your research interests and qualifications (no more than one page) as well as your current curriculum vitae. Please email applications to the CHPC at: chpc@sfu.ca. Please do not directly contact CHPC staff members. Preference will be given to Canadian citizens and permanent residents. The position will remain open until filled.