

Research Assistant/Scientific Interviewer Position Description December 2024

Position Identification

Title:	Research Assistant / Scientific Interviewer
Status and Funding:	Full-time, grant-funded (six months; opportunity to be extended)
Start Date:	As soon as possible
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 health, development and wellbeing of 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. See: <https://childhealthpolicy.ca/>

Position Overview

CHPC is collaborating with a regional health authority on their evaluation of an enhanced family program for expectant mothers who are experiencing disadvantage and their young children. The aim of the research is to evaluate the impact of activities related to the program's services on maternal clients to evaluate the training and delivery of the program's services by public health nurses. The Research Assistant / Scientific Interviewer (RA/SI) will provide direct support to the CHPC research team and contribute to implementing the qualitative research methods of the project. The primary responsibilities of the RA/SI include: client engagement, conducting telephone semi-structured interviews, data management and assisting with thematic analysis, and assisting with project administration.

Working Relationships

Reporting to the Principal Investigator and Research Manager, the RA/SI will work closely with other CHPC research staff and liaise with health authority personnel and research participants.

Required:

- Full-time (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-month contract position (opportunity to be extended)

Roles and Responsibilities

The RA/SI will provide research assistance with the following:

- Contributing to the development of research documents and administrative logs, including the semi-structured interview guide and public health personnel web survey;
- Liaising with research participants, public health personnel and others involved in the project;
- Following up on referrals to engage participants and obtaining informed consent;
- Scheduling and conducting telephone semi-structured interviews;
- Assisting with honoraria reimbursement, and RA/SFI timesheet tracking;
- Preparing and organizing survey data for entry, coding and analysis;
- Transcribing interviews, coding data and assisting with thematic analyses;
- 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
- Participating in other research-related duties as required.

Qualifications

The RA/SI position requires an undergraduate degree in a relevant discipline (e.g., health or social sciences) with related research experience, including conducting qualitative research interviews, preferably in an academic setting. Experience working with populations experiencing disadvantage 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.

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.

Mentoring and Development

The CHPC is committed to continued learning for all team members. Opportunities will be encouraged e.g., through assistance with reports. 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.