

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: DMSC 2 – Medical Education Research Assistant

DEPARTMENT NAME: Division of Medical Sciences

CONTACT NAME: Dr. Jane Gair

JOB DESCRIPTION:

The Island Medical Program (IMP) located at UVic is a distributed site of the University of British Columbia's medical program. I am looking for a research assistant to help with research related to medical education.

There is a current project looking into parent involvement in university student education. This is a joint project with the University of Victoria, the University of British Columbia, the University of Saskatchewan, and Camosun College.

The main duties include some or all of the following:

- some aspects of data collection
- data analysis
- literature reviews
- writing reports and annotated bibliographies
- assisting with writing ethics applications
- conducting interviews
- transcribing interviews
- writing manuscripts

QUALIFICATIONS:

- excellent written and spoken English
- excellent organizational and time-management skills
- excellent communication skills
- reliable and responsible
- proactive and shows motivation and initiative
- positive attitude and likes working with people
- some understanding of databases, websites etc.
- qualitative research experience a plus but not necessary
- writing and manuscript preparation a plus

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>

JOB LOCATION ON-CAMPUS: MSB 330 (most aspects can be completed off-campus)

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 40 hours

HOW TO APPLY:

Please apply by email with cover letter, CV and references with contact information (2) to jgair@uvic.ca