

## 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:** 340 hours

**HOW TO APPLY:**

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