

**Temporary Part-Time (0.5FTE) Research Assistant**  
**Research and Analytics Department**  
**As Soon As Possible – March 31, 2020**  
**Hourly Rate of Pay - \$26.99/hr based on a 17.5hr work week**

## **SCOPE**

Reporting to the Manager of Research and Analytics and working with members of the department, the incumbent will provide support and research for the department's initiatives.

## **DUTIES**

Provide assistance to the Research and Analytic staff in areas such as:

- literature searches,
- preparation of workshops and conference presentations,
- preparation of training materials and resources,
- ethical reviews of research protocols,
- developing resources for researchers,
- technical writing,
- on-line survey programming,
- extractions from the student information system,
- tracking consent form movements,
- coordinating participant master lists,
- preparation of data collection packages,
- scoring,
- data gathering in schools,
- developing and maintaining sophisticated and confidential statistical databases,
- transcription of qualitative data,
- website updates

## QUALIFICATIONS

1. Undergraduate degree (Honours level, with thesis).
2. Strong knowledge of all Board policies and procedures.
3. Demonstrated office administration and related business skills including: proven interpersonal skills, communication skills, planning and organization skills for system-wide research projects, combined with the ability to multi-task and ability to prioritize.
4. Ability to review and integrate scientific literature; competence with efficient research techniques and research ethics.
5. Knowledge and experience with a variety of computer equipment and software including but not limited to: presentation software, the Microsoft Office Suite, Sharepoint, on-line survey software
6. Knowledge of privacy legislation and records management principals.
7. Knowledge of Research Ethics Board (REB) practices

## APPLICATIONS

Deadline for submission is **4:00 p.m. on Friday, October 26, 2018**

Please apply to: Leticia Goddard, Human Resources Officer  
Hamilton-Wentworth District School Board  
P.O. Box 2558  
Hamilton, Ontario L8N 3L1  
Fax: 905-521-2543  
e-mail: [mycareerOCTU@hwdsb.on.ca](mailto:mycareerOCTU@hwdsb.on.ca)

Applicants are thanked in advance for their interest; however, only those who have been short-listed for an interview will be contacted.

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.