



Research Commons Graduate Academic Assistant for Qualitative Software Support

Position Description

The Research Commons (RC) is located within Koerner Library and provides a welcoming, interdisciplinary research-driven learning environment for graduate students. The services offered by the Research Commons include NVivo qualitative data analysis software support, in which graduate students offer peer-support for NVivo software via workshops and one-on-one consultations. We are looking for a graduate student with strong teaching and IT skills to join us. As a Research Commons Graduate Academic Assistant for NVivo/Qualitative Software Support you will:

- participate in the development, design, and delivery of in-person and online workshops using qualitative software
- offer one-on-one consultation services to assist with qualitative software support using multiple operating systems, platforms, and software
- develop and maintain qualitative software support guides and resources on the RC web site, in collaboration with the relevant subject librarians
- promote and market RC programs to graduate students and other stakeholders using traditional communication and social media tools
- develop and implement methods for ongoing program assessment
- participate in regularly scheduled RC project team meetings, and on related committees and projects with partner units, including the Faculty of Graduate and Postdoctoral Studies, the Centre for Teaching, Learning and Technology, the Graduate Student Society, and others in the Library
- be familiar with Library and campus Learning Support Services available for graduate students, including Faculty of Graduate and Postdoctoral Studies and the Graduate Pathways to Success Program [GPS], and refer users accordingly
- participate in the RC GAA training program and ongoing learning opportunities
- check in regularly with the RC Student Coordinator regarding RC service priorities, scheduling, promotion and assessment
- foster a welcoming, research-driven, interdisciplinary learning environment for graduate students and faculty

Qualifications

- Full-time, currently enrolled master's or doctoral student at UBC
- In depth knowledge of, and experience using, qualitative software (i.e. NVivo, AtlasTI)
- Ability to learn new technologies quickly
- Teaching experience, preferably in an academic setting
- Aptitude in multiple operating systems and platforms (i.e. Mac OS, Windows)



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

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Phone 604 822 8667
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- Strong competency with Microsoft Office (Excel, Word)
- Experience with web content management tools Wikimedia and WordPress, or other CMS applications
- Excellent communication, analytical, problem solving, and interpersonal skills
- Ability to work independently and in a collaborative team environment
- Adaptable and flexible in a changing environment
- A passion for collaborating and sharing research!

Salary and Hours

\$19.84/hour, 8 hours per week.

The term of this position will be July 1st, 2015 to April 30th, 2016.

Must be available the week of August 24th to 28th for orientation and training.

To Apply

Please submit a cover letter, resume and contact information for two references in a single Word or PDF document via email to lib-rcapps@lists.ubc.ca by 5pm on Friday, June 19th, 2015.

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