

Research Office Research Administration Special Projects Assistant Casual Position

Start Date: ASAP

Job type: Casual (sporadic hours)

Anticipated end date: April 30, 2023

Hourly rate of pay range: \$18.50 to \$20.82

Overview:

The Research Administration Special Projects Assistant is a unique opportunity for an Athabasca University (AU) student learner to gain experience and skills in research administration through special projects led by the AU Research Office. The present posting may be used to fill more than one position.

As the AU Research Office (RO) expands its projects and supports to the university's research community, there is an emerging need and exciting opportunity to build capacity through the inclusion of a student assistant in the unit. This opportunity is for an AU student who will partner with members of the Research Office in providing administrative support and services on priority special projects. Note that the present position relates to the central RO administrative services which support the institution's research enterprise, not a research assistant position providing direct support to a funded research project. Applicants with experience in research at AU are welcome to apply and will benefit from experience in developing their capabilities and knowledge of research services in a university setting.

The primary job duties of the Research Administration Special Projects Assistant will be assigned and supervised by members of the Research Office. Priority items for the Research Administration Special Projects Assistant include:

Event Planning and Delivery: The Research Administration Special Projects Assistant will play a key role in the planning of AU's inaugural "Research Week" taking place in April 2023. The event will both promote and profile AU's research community through a hybrid program for internal faculty and students as well as external groups. Experience in planning and delivering complex events is an asset. It is expected that applicants to the Research Administration Special Projects Assistant position will have demonstrable experience and skills in event coordination, communications, project management, and digital literacy. In this project, the Research Administration Special Projects Assistant will have the opportunity to work under the direction of the research events coordinator in the RO and alongside the Research Week planning committee.

SharePoint Intranet Site Development: The Research Administration Special Projects Assistant will play a key role in developing and managing the next iteration of the RO SharePoint page for internal research communications, community building, and RO staff workflow collaboration. In this capacity, the individual will play a key role in auditing and organizing currently available content, developing an accessible and engaging intranet structure on SharePoint, and partnering with staff in the RO on content development for feature items. It is expected that applicants to the Research Administration Special Projects Assistant position will have demonstrable experience and skills in content creation and planning and clear written communication. Experience in social media, website development, and SharePoint is an asset. In this project, the Research Administration Special Projects Assistant will have the opportunity to work under the direction of a research communications coordinator in the RO as well as engaging across the RO portfolio for content development and planning.

The successful candidate will report to, Rebecca Heartt (Manager, Research Services Office) at Athabasca University. Members of the RO team will provide orientation to the above projects as well as to the broader supports and strategy for research offered and led by the RO.

The position is virtual and open to AU learners across Canada.

Qualifications:

The position is open to AU student learners interested in enhancing their university experience through engagement in research administration. Both undergraduate and graduate learners are invited to apply.

The Research Administration Special Projects Administrator is an opportunity to both build upon and develop skills and knowledge related to research administration, promotion, and communications. In addition to the project specific skills outlined above, a strong start in the role will require the following core competencies:

- A self-starter who embraces new challenges and takes direction well and follows through with assigned tasks.
- Excels in working within a distributed team environment and collaborating virtually.
- Organized, manages workflow, and meets deadlines.
- Capable of both working independently and within a distributed team environment.
- Strong communication skills (written and verbal) and the ability to communicate effectively across mediums.
- Experienced in utilizing a full complement of Microsoft Office tools and demonstrated success utilizing other digital tools for event planning or communications.



How to apply:

Qualified individuals are encouraged to submit their application by email to Rebecca Heartt, Manager Research Services at rebeccah@athabascau.ca and Jill Calliou, Research Administrator and Events Coordinator, at jillc@athabascau.ca. Applications should include (as a single PDF file) a brief cover letter that summarizes skills, interests, and experience; a current resume or curriculum vitae; and two letters of reference. Please include “Research Administration Special Projects Assistant” in the e-mail subject line.

Evaluation of applications will begin immediately and will continue until a suitable candidate is found. All applicants are thanked for their interest in this position; however, only candidates selected for an interview will be contacted.

Athabasca University and its researchers are committed to and seek to support equity in employment and research opportunities. We strongly encourage applications from Indigenous people, people of colour, people with disabilities, 2SLGBTQ+ people, women, and other historically marginalized groups. Applicants are welcome, but not required, to self-identify in their letter of application.

For more information on this Research Administration Special Projects Assistant Opportunity, please contact Jill Calliou at jillc@athabascau.ca. The preferred start date is December 1, 2022, or earlier; however, applications will be accepted until a suitable candidate is found.

This position is made possible through the [Research Support Fund](#).

