

Research Assistant Opportunity Casual Position

Start Date: 21 July 2025

End Date: open-ended (contingent on funding continuance)

Overview: Dr Mark A. McCutcheon chairs the university's organizing committee for the 33rd annual conference of the North American Society for the Study of Romanticism (NASSR), an online conference to be held Aug 14-16, followed by journal publication of the conference's proceedings.

To assist with this conference work, the NASSR organizing committee is hiring a Graduate Research Assistant to work on a casual basis, starting immediately, for approximately 10 hours per week (to be mostly flexibly scheduled).

Specific activities include, but are not limited to:

- * corresponding with conference delegates and organizers;
- * liaising with the IT platform vendor & support; and
- * assisting after the event with preparing proceedings for journal publication.

The successful candidate will work with, and directly report to Dr. McCutcheon at Athabasca University. Dr. McCutcheon will provide adequate training for the skills to be practiced, e.g. professional communications, scholarly event organizing, and journal publication duties (e.g. editing, communicating with contributors, recordkeeping, permissions) that will be required and expected.

Qualifications:

The eligible candidate will be a Graduate Student working in Canada: they will already have a Bachelors' or equivalent degree in hand, and they will be enrolled in a graduate degree program at a Canadian university. Preference will be given to graduate students working at an Alberta postsecondary institution.

The successful candidate will possess excellent interpersonal and communication skills (verbal and written). They will be self-directed, efficient in working independently, and collegial in working as part of the conference team.

The successful candidate will be working on research in the general area of the conference's field.

How to apply:

Qualified individuals are encouraged to submit their application by email to Dr. Mark A. McCutcheon at mccutcheon@athabascau.ca. Applications should include (as a single PDF file) a brief cover letter that summarizes your skills, interests and experience; a current resume or curriculum vitae; an unofficial copy of your transcript; and the contact information for 1-2 references.



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 the researchers are committed 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 Assistant Opportunity, please contact Dr McCutcheon at the email below, on or before July 18, 2025.

Hours per week are approximate and may vary based upon activity in the course. The hourly wage for this position is \$19.01 - \$21.07 per hour.

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