

Research Assistant Opportunity Casual Position

Start Date: September 1, 2026

End Date: August 15, 2027

Location: Toronto, Ontario

Duration: 12 months (part-time; 8 hours/week x 48 weeks)

Positions: 2

Overview:

This research examines how various institutions including schools, families, and communities create pathways and shape leadership development for racialized immigrant adolescent girls. The study uses participatory methods to understand young women's experiences across multiple institutional contexts. Data for this part of the study will be generated in Toronto.

Specific activities include, but are not limited to:

The primary job duties for the field research assistant will include three main areas of work:

- **Literature and Documentation Support (30%):** Conduct literature searches on South Asian immigrant youth, educational leadership, and institutional contexts; build and maintain an annotated bibliography and reference management system.
- **Data Collection and Analysis (25%):** Support early-phase data collection, including community observations and interview facilitation; assist with transcription or transcript checking; contribute to coding and analysis of qualitative data using NVivo; support document analysis of institutional texts and contribute to emerging theme development.
- **Writing and Knowledge Mobilization (30%):** Actively contribute to drafting sections of scholarly manuscripts under PI supervision, including a critical literature review paper; draft community-facing research summaries in accessible language (English and/or a South Asian language); identify knowledge mobilization opportunities, including community events and outreach; assist with conference abstract preparation and presentation materials.
- **Research Coordination and Ethics (15%):** Prepare and submit ethics applications to the REB and Toronto District School Board; develop interview guides and observation protocols in consultation with PI; coordinate recruitment logistics and manage community partnership communications.

The RA will be expected to deepen their expertise in the research area and participate in the monthly research team meetings and regular individual meetings with the supervisor. The GA can expect to co-present at national or international conferences and collaborate on co-authored scholarly publications as part of their professional development.

The successful candidate will work with, and directly report to, Dr. Norin Taj at Athabasca University. Dr. Taj will provide adequate training for conducting literature reviews, reflexive



working with underserved communities, and data analysis for qualitative research, which will be required.

Qualifications:

- Essential: English fluency (speaking, reading, and writing); Essential: Experience working with immigrant and underserved communities; Essential: A commitment to challenging their own assumptions in the pursuit of educational equity for youth, including immigrant and underserved communities; Essential: Strong organizational skills and a commitment to confidentiality and research ethics; Essential: Self-motivated; able to take initiatives, manage competing priorities, and follow through on tasks with minimal supervision; Essential: Graduate student or recent graduate in sociology, education, migration studies, gender studies, or a related field;
- Preferred: Previous work with qualitative and/or arts-based research methods; training will be provided if required; Preferred: Working knowledge of the Toronto District School Board (TDSB), including its policies, equity frameworks, and school community contexts; Preferred: Familiarity with South Asian communities in Toronto and knowledge of Punjabi, Urdu, Hindi, Tamil, Bengali, or other South Asian languages.

What You'll Gain

- Training in qualitative research methods and data management
- Experience with community-based participatory research
- Exposure to institutional ethnography and critical sociology approaches
- Mentorship and professional development
- Opportunity to contribute to publications and presentations
- Work contributing to social justice and equity in leadership development

How to apply:

Qualified individuals are encouraged to submit their application by email to Dr. Norin Taj at ntaj@athabasca.ca. Applications should include (as a single PDF file) a brief cover letter (max 1 page) that summarizes your skills, interests and experience; a current resume or curriculum vitae (max 2 pages); 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.



Hours per week are approximate and may vary based upon activity.

Dr. Norin Taj
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Athabasca University