

Research Assistant Opportunity Casual Position

Start Date: August 24, 2026

End Date: November 30, 2026

Location: Calgary/Alberta

Duration: 14 weeks, (part-time, 140 hours, 10 hours/week)

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 Calgary.

Specific activities include, but are not limited to:

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

1. Literature and Documentation Support (50%):

Conduct literature searches on leadership development, immigrant youth, and institutional contexts; Maintain a bibliography and reference management system.

2. Data Synthesis and Analysis (20%):

Support data synthesis, including occasional transcription or transcript checking; coding and analyzing qualitative data using qualitative software (NVivo); Supporting document analysis of institutional texts; and contribute to the development of emerging themes.

3. Writing and Knowledge Mobilization (30%):

Actively contribute to drafting sections of scholarly manuscripts under researcher supervision; Draft community-facing summaries of research findings in accessible language (English and/or Urdu); Take initiative in identifying relevant knowledge mobilization opportunities (community events, newsletters, social media); Assist with conference abstract preparation and presentation materials

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: Graduate student or recent graduate in sociology, education, migration studies, gender studies, or a related field
- Preferred: Previous work with qualitative/quantitative data analysis software would be an advantage but training will be provided if required. Preferred: Understanding of South Asian communities in Calgary/Alberta and knowledge of Urdu.

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
Assistant Professor, Interdisciplinary Studies
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Athabasca University