



Research Assistant Opportunity Assessment Community of Practice

Position start date: December 1, 2022

Overview: This research assistant position will provide support for an assessment community of practice. The position includes three main responsibilities: 1) planning multiple events, 2) maintaining an online presence, and 3) assisting with research. The successful candidate will have familiarity with WordPress, experience organizing events or projects, excellent communication skills across a variety of mediums, and experience setting up and managing social media accounts. Some aesthetic design sense will be considered an asset.

Specific activities include, but are not limited to:

The primary job duties for the research assistant will include:

- communicating with speakers and attendees
- scheduling and managing meetings and events
- creating social media content
- overseeing a blog (inviting writers, writing posts, etc.)
- taking meeting notes
- undertaking research activities such as data collection, data analysis, ethics application, etc.

The successful candidate will work collaboratively with a group of faculty and professionals at Athabasca University, and directly report to Dr. Eliana Elkhoury at Athabasca University.

Qualifications:

Preference will be given to applicants who have:

- Proficiency in WordPress
- Proficiency in social media content creation
- Excellent oral and written communication skills
- Self-motivated and able to work on own
- Experience collaborating with others to complete projects or undertake public events
- Well-honed interpersonal skills
- Strong organizational and multi-tasking skills
- Attention to detail
- Possesses good time management skills
- Knowledge of the research process
- Knowledge of Teams and Zoom, as well as aesthetic design all considered assets

All meetings and individual and collaborative work will be conducted online.

**How to apply:**

Qualified individuals are encouraged to submit their application by email to Dr. Eliana Elkhoury at eelkhoury@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, and the contact information for two 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.

We are committed to employment equity and encourage applications from women, Indigenous peoples, persons with disabilities, and members of visible minorities.

Hours per week are approximate and may vary based upon activity in the course. The hourly wage for this position is \$18.50 - \$20.50 per hour.

For more information on this Research Assistant Opportunity, please contact Eliana Elkhoury, PhD at eelkhoury@athabascau.ca, on or before November 25, 2022. Applications will be accepted until a suitable candidate is found.

Eliana Elkhoury, PhD

Pronouns: She, Her, Hers

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