

## Research Assistant Opportunity Casual Position

### Administration and Research Activity Support

**Start Date: ASAP**

**End Date: August 15, 2024**

#### Overview:

Dr. Tammy O'Rourke is seeking a casual Research Assistant (RA) Level 2 or a Graduate Research Assistant – Health Disciplines (GRA) in support of administrative and grant writing related tasks over the next 10 weeks (depending on hiring date).

*This is a casual position, up to 10 hours per week with flexibility, starting ASAP, for a period not to exceed 10 weeks or 80 hours, whichever is less. Rate of pay commensurate on experience and collective agreement provisions at a rate of \$21.39/hr.*

#### Specific activities include, but are not limited to:

Under the guidance of Dr. Tammy O'Rourke, the RA or GRA – Health Disciplines will work closely with her to perform administrative tasks and research activities as outlined below. The RA/GRA will undertake duties and responsibilities:

1. Assist with literature review, grants submissions and presentation formatting for academic work to be achieved over the Spring/Summer Semester.
2. Update Dr. O'Rourke CV to current required format for new grant submissions, including updates to her achievements over the past 12 months.
3. Create and populate Dr. O'Rourke's AU PURE profile.

#### Qualifications:

Qualifications and experience may require an undergraduate degree in a health-related field or three-to-four years of related experience, education, or a combination of both. Experience with CV development, literature reviews and administrative functions is preferable.

The successful candidate will work with, and directly report to, Dr. Tammy O'Rourke at Athabasca University.

The position is based in Alberta.



## How to apply:

Qualified individuals are encouraged to submit their application by email to Dr. Tammy O'Rourke at [tammyorourke@athabascau.ca](mailto:tammyorourke@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.

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

For more information on this Research Assistant Opportunity, please contact Dr. Tammy O'Rourke, NP, PhD at the contact information below.

Dr. Tammy O'Rourke  
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Faculty of Health Disciplines  
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