

**Strategic Studentship Opportunity**  
**Casual Position**  
**SRIF Strategic Studentships**

**Position start date: As soon as possible**

**Overview:** As part of developing the Children and Families Health and Wellness Initiative at Athabasca University, we will be planning and launching a bimonthly, cross-faculty brown bag or speaker series. The goal is to highlight excellent research in child and family health and wellness, with a focus on equity deserving groups, community partnership and/or rural/remote/north topics, and provide opportunities to make connections, seed discussion and inspire collaborative ideas.

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

The successful candidate will work with the supervisor, Dr. Kharah Ross, to create a framework or approach for the brown bags, including supporting materials (i.e., drafts of invitations, calendars, etc.), and begin to plan the first year of speakers.

The primary job duties for the will include:

- Developing the framework or approach for the brown bag speaker series, including timelines and process around planning, recruiting speakers, event dissemination, organizing the event on a digital platform (Teams), and follow-up
- Developing materials needed to support the framework or approach, including templates for calendars, speaker invitations, event announcements, dissemination outlets
- Begin to recruit speakers for the first year

The successful candidate will work with, and directly report to, Dr. Kharah Ross at Athabasca University. Dr. Ross will provide adequate training, including providing templates from past brown bags and speaker series.

**Qualifications:**

- Well organized and detail-oriented, with the ability to think through and map out a process and clearly document and communicate that process
- Demonstrated ability to communicate clearly and professionally
- Demonstrated ability to take initiative and work independently, as needed
- Prior experience in organizing serial or repeated events and activities
- Proficiency with Microsoft Office programs, particularly Word, Excel and Powerpoint

- Prior experience creating or organizing events with videoconferencing platforms; experience with Teams specifically is an asset
- Prior experience with creating or organizing event calendars; experience with Outlook specifically is an asset
- Prior experience creating, editing and posting video content is an asset
- Prior experience disseminating through social media is an asset
- Prior experience creating dissemination materials (posters, banners, etc.) is an asset

The position is virtual.

## How to apply:

Qualified individuals are encouraged to submit their application by email to Dr. Ross at [kharahr@athabascau.ca](mailto:kharahr@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 Kharah Ross, PhD at the coordinates below. Applications will be accepted until a suitable candidate is found.

Dr. Kharah Ross  
[kharahr@athabascau.ca](mailto:kharahr@athabascau.ca)

