

Job Description for Temporary, Casual, Part-Time positions

Job Title	Research Assistant, LTC Project Grant	Payband	E
Job Code		Position Number	
Job Summary (A few sentences/ paragraph explaining the purpose of this position)			
The Research Assistant, Long-term Care (LTC) Project Grant position will support a grant-funded mixed methods research project to develop and refine an integrated model that fosters collaboration between LTC homes and post-secondary nursing programs. The project aims to enhance nursing student placement experiences to inspire interest in the LTC sector. In this project, we will design and implement an innovative social media campaign aimed at positively influencing the perception of LTC as a rewarding career choice for nursing students/new graduate nurses. The incumbents will be key members of the research team and will help facilitate the administrative aspects of the project, including supporting undergraduate student Research Assistant's (RAs).			
Key Duties and Responsibilities (Please indicate 5 main duties and responsibilities, or more if applicable)			
1. Assist with REB applications, literature reviews and data collection (20%). 2. Support qualitative and/or quantitative data analysis (20%). 3. Assist in the development of social media campaign messaging and visual content (20%). 4. Assist in preparing research summaries, reports, and presentations (20%). 5. Attend team meetings and contribute to project planning (5%). 6. Recruit and foster relationships with LTC homes and Schools of Nursing (10%). 7. Attend and present at conferences (5%).			
Qualifications			
Education – (Minimum educational requirement). List all mandatory education: Current enrollment in a Master's Program, specializing in Nursing or Marketing or Business. Completion of a Bachelor's Degree is required.			
Experience – (Minimum experience required to perform the duties and responsibilities): • Minimum of one year of experience with quantitative and/or qualitative research methods. OR • Minimum of one year of experience with social media, graphic design, and video editing.			
Specific required knowledge, skills and abilities to perform in the position: • Strong writing, communication, and organizational skills. • Interest in healthcare, public engagement, and social impact campaigns. • Ability to work independently and collaboratively. • Basic knowledge of research methods and academic writing. • Demonstrated interest in caring for older adults, nursing student clinical placement and/or LTC. • Maintain confidentiality and adhere to ethical research standards.			

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Analysis and Problem Solving	
Provide an example of regular and recurring analysis and problem solving required of the position.	If applicable, provide an example of occasional analysis and problem solving required of the position that may be more complex from time to time.
Questions or concerns from community partners and/or study participants. A response would be determined in collaboration with the research project co-leads. There may be an FAQ type document developed as we progress through the work, but the co-leads would always be available to support the development of clear responses to partners and/or participants. Organizing data in software like Excel and then using analysis tools (such as NVIVO or SPSS) to complete data analysis. The project co-leads will provide mentorship, guidance, and training for these tools as required.	
Planning/Coordinating	
Provide an example of regular and recurring planning/coordinating required of the position.	If applicable, provide an example of occasional planning/coordinating required of the position that may be more complex from time to time.
Scheduling meetings/interviews/focus groups with project partners and participants.	
Guiding/Advising Others	
Provide an example of the regular and recurring information provided to others, and any guiding, advising or assigning work to others, as applicable, required of the position.	If applicable, provide an example of occasional information provided to others, and any guiding, advising or assigning work to others, as applicable that may be more complex from time to time.
Providing guidance and support to undergraduate student RAs. They would be expected to share their experience, knowledge, and skills, and provide oversight and feedback on the work of the undergraduate student RAs.	
Independence of Action	
Please indicate if instructions are provided at the beginning of a work assignment, if rules and procedures are available to the incumbent to rely upon for direction, as well as whether the work is reviewed by the supervisor. If more independence of action is required, please explain, and indicate whether this is a regular need or an occasional need.	
The incumbent will be provided with orientation to the project and clear guidelines and expectations regarding participation in the project and assigned tasks will be discussed in detail, with ample opportunity to ask questions. The research team currently meets monthly (at a minimum), and more frequent meetings can be scheduled to support RA success in this role.	
Service Delivery	

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In this section, indicate how the incumbent becomes aware of the need for services and how it is carried out, with who and how frequently it is carried out.			
How is service request received?	How is it carried out?	With Who?	Frequency D = Daily W = Weekly M = Monthly I = Infrequently
During meetings	Will depend on the task, take them away and work as necessary and then reach out via email or during meetings to confirm, request review and feedback, etc.	With RAs, study participants, other members of the research team	W
Email communication	Will depend on the task, take them away and work as necessary and then reach out via email or during meetings to confirm, request review and feedback, etc.	With RAs, study participants, other members of the research team	W
Communication			
In this section, indicate the type of communication skills required to deal effectively with others, with who, and how frequently it is carried out in the section(s) that best describes the method of communication.			
Communication Method	Example	With Who?	Frequency D = Daily W = Weekly M = Monthly I = Infrequently
Exchange Routine Information, extending common courtesy	Email communication with any updates on tasks or other follow-up required	Members of the research team	W
Explanation and interpretation of information or ideas	Data analysis	RAs	W/M
Imparting technical information or advice	Providing guidance to RAs regarding data collection procedures or social media campaign development and implementation	RAs	W/M
Instructing or training	N/A		
Obtaining cooperation or consent	Obtaining participant consent	Study participants	W/M
Negotiating	N/A		

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Physical Effort			
Describe 3 typical physical activities required on a regular basis and whether there is the ability to reduce strain by changing positions or performing another activity.			
Physical Activity	Frequency: D = Daily W = Weekly M = Monthly I = Infrequently	Average Duration: S = Short < 1 hour at a time M = 1-2 hrs at a time E = > 2 hrs at a time	Is there the ability to reduce strain as indicated above? Y = Yes N = No
1. Sitting at a desk	D/W	M	Y
2. Standing during in-person meetings or when presenting at conferences	I	S	Y
3.			
If lifting is required, indicate weight and provide an example		Example	
Light (up to 5 kg or 11 lbs):			
Medium (between 5 to 30 kg and 11 to 44 lbs)			
Heavy (over 20 kg or 44 lbs)			
Audio Visual Effort			
Describe 3 typical activities and the degree of focused attention needed for audio and visual effort.			
Activity	Frequency: D = Daily W = Weekly M = Monthly I = Infrequently	Average Duration: S = Short < 30 mns L = Long up to 2 hrs E = Extended > 2 hrs	Can concentration of focus be maintained throughout the activity? U = Usually N = No
1. Writing reports	W/M	S-E	U
2. Providing presentations	M/I	S-L	U
3.			
Working Environment			
Describe the work environment. If it is a normal office environment indicate this under daily. If there is exposure to difficult weather elements or exposure to very high or low temperatures, needing to access confined spaces, handling hazardous substances, smelly, dirty or noisy environment, requirement for travel, or other unusual work environment, please indicate these beside the frequency			
Daily	The incumbent can work from home, in a space within the College, or in another appropriate location. The incumbent will be able to communicate with Research Project Co-Leads and other members of the research team during weekly virtual meetings and as needed.		
Weekly			
Monthly			
Infrequently			

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