KWANTLEN POLYTECHNIC UNIVERSITY

JOB DESCRIPTION

POSITION NAME: TLIF Research Assistant

DEPARTMENT/FACULTY: Teaching and Learning Commons

EMPLOYMENT TYPE: Casual

DATE REVISED: August 25, 2023

ORGANIZATIONAL STRUCTURE

This role reports to TLIF Grant Principle Applicant .

SUMMARY

The Teaching and Learning innovation fund (TLIF) grant Research Assistant provides support for a scholarship of teaching and learning (SoTL) TLIF project that requires support with research related tasks.

TLIF Grant research assistant responsibilities include s supporting the TLIF grant project through conducting research, such as carrying out literature reviews, develop surveys, analyzing data, and tabulating reports.

The assistance is also expected to develop multimedia for learning content that will serve as stimuli in the study; work with digital platforms to develop and host materials; manage participant confidentiality and data privacy; monitor the research project for consistency with ethical guidelines for human participant research.

The research assistant is expected to communicate, coordinate, and promote project activities amongst key parties of the project.

KEY RESPONSIBILITIES

- Conduct literature reviews and create annotated bibliography of key findings
- Do library and online research as required (e.g., statistics, finding openly licensed images, etc.)
- Assist in the development of surveys in Qualtrics for data collection
- Assist in the preparation of REB applications and amendments
- Serve as ethics proxy for SoTL study and monitor to ensure study aligns with ethical requirements
- Tabulate study data, analysis results, develop reports for project team review
- Develop presentation materials, infographics and follow appropriate attribution, citation, and accessibility guidelines

- Communicate and coordinate tasks between key parties critical and vital to the project
- Draft and/or revise manuscripts for peer-reviewed publication
- Provide support to fellow learners at the direction of TLIF project lead

QUALIFICATIONS

- Preference given to students with experience in one or more of the following areas
- Familiarity with conducting literature reviews, research using the KPU library databases
- Familiarity with the peer-reviewed literature on multimedia design principles (preferred)
- Work with technology platforms such as Moodle, and/or Pressbooks, and/or WordPress, and/or Kaltura, and/or Pebble Pad
- Familiarity in working with MS Word, Excel, Power Point
- Excellent oral and written communicating skills, including multimedia design
- Familiarity with the unique ethical challenges associated with SoTL research

APPROVALS

Dean or Director: _Nishan Perera_

HR Business Partner:

BCGEU (For Co-Op and Student Assistants Only):

DATE: **8/25/23**

Distribution:

CC: Department
     Human Resources