



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

IDEAS (Indigeneity, Diversity, Equity and Anti-Racism in Sport)
Research Assistant

Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada's top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Deadline:	Posted until filled
Number of Positions:	4
Rate of Pay:	31.26/hour
Position Start Date:	August 1, 2019
Position End Date:	December 20, 2019
Number of Hours per week:	5-10 hours/week
Classification:	Casual
Summary	<p>Reporting to the Principal Investigator, the Qualitative Research Assistant will support the investigations associated with the IDEAS (Indigeneity, Diversity, Equity and Anti-Racism in Sport) lab. The research will be grounded in post-colonial and critical race theories, and occur in dance, martial art, fitness and other movement based classes, educational and recreational events, and professional performance.</p> <p>The Research Assistant will work with the Principal Investigator to recruit participants and assist with general study activities, including research ethics board compliance applications, semi-structured interview guide preparation and delivery, on-site observations and field note preparation, work with REDCap software for data management, maintaining accurate records, participation in activities and literature reviews. In addition, the successful candidate will assist with article manuscript preparation and editing. Key duties include:</p> <ul style="list-style-type: none"> ◆ Recruit and screen potential participants either by phone or in community-based settings. ◆ Conduct follow-up emails or phone calls to collect study participant data using established criteria.

	<ul style="list-style-type: none"> ◆ Collect both quantitative and qualitative data in accordance with research study protocols and standard operating procedures for the study. ◆ Collect, code and record research data, and prepare statistical reports. ◆ Format documents related to a study, including research papers, forms, presentations, etc. ◆ Assist with the preparation of ethics proposals, such as drafting consent forms, obtaining required signatures, ensuring compliance with the Research Ethics Board (REB) requirements. ◆ Track and file study documentation, including the development of study binders. ◆ Maintain databases of study related data. Verify the accuracy of data as outlined in standard operating procedures for the study. ◆ Stay current on new research protocols and standard operating procedures.
<p>Minimum Qualifications:</p>	<p>Education: Candidates should have completed a research-based Master’s degree (PhD preferred) in a related field or an equivalent combination of education and experience is required.</p> <p>Experience: Minimum 2 year’s experience working in a research setting, including recruiting research participants, and assisting with general study activities.</p> <p>Skills: Excellent interpersonal and presentation skills, exceptional organizational skills and ability to work with minimal supervision. Excellent oral and written communication skills. Familiarity with data collection, data entry, and data checking processes, with strong attention to detail. Proficient use of personal computers including products such as Microsoft Office (Excel, Word, PowerPoint, Access). Experience with REDCap software considered an asset.</p> <p>Other: Ability to liaise with others and gather relevant information quickly; show independent judgement and adaptability, and the ability to identify and analyse problems; demonstrated ability to conduct all business in a welcoming and professional manner; sound judgment in handling sensitive and confidential matters, maturity; pro-active and has a strong aptitude for analysing situations and data and applying solid problem solving skills; high degree of initiative and motivation; a self-starter and ability to work independently and as a team member; conscientious, reliable, detail-oriented and very organized in handling schedules and records.</p>
<p>Method of Application</p>	<p>CV, cover letter and a writing sample to be sent via email using the Subject Line: “IDEAS Research Assistant”</p> <p>Janelle Joseph, PhD</p>

	Assistant Professor, Critical Studies of Race and Indigeneity in Sport and, Physical Activity
Contact Information:	Janelle Joseph Janelle.joseph@utoronto.ca
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