

Research Assistant

Position Available

Please see the **Application Procedure** section below for details on application requirements and submission methods.

Research Assistant (Casual Part-time)

COMPETITION #2023-SONRJG

Applications are invited for one research assistant (casual part-time) position.

Note: The successful candidate will be a current graduate student of Queen's University, the position would be classified as a Graduate Research Assistant and subject to the provisions under the collective agreement between the University and the Public Service Alliance Of Canada (PSAC) LOCAL 901, Unit 1 (Graduate Teaching Assistants and Teaching Fellows).

Position Title: Research Assistant (casual part-time)

Employee Group: Graduate Research Assistant (current Queen's graduate student)

Job Category: Research

Reporting to: Dr. Jacqueline Galica, Assistant Professor and Dr. Agnes Alsius, Project Manager

Location: Kingston

Salary: \$43.58 per hour including any applicable percentage in lieu of vacation and benefits

Hours per Week: an average of 10 hours per week, as required.

Job Type: Term

Length of term: March 1, 2023 until January 31 2025 (23 months).

Number of Positions: 1

Closing Date: Applications reviewed ongoing until filled

JOB SUMMARY

Reporting to Drs. Jacqueline Galica and Agnes Alsius, the Graduate Research Assistant will play a role in preparing for and implementing data collection and analysis for the study entitled 'Promoting organizational compassion to address post-traumatic stress within healthcare contexts: A strategy for post-pandemic recovery and beyond'.

KEY RESPONSIBILITIES

- Assisting with the completion of a mixed-methods systematic review using the JBI methodology, to summarize the essential components of compassionate healthcare organizations. This will include screening of articles, quality appraisal, data extraction and analysis, and preparation of manuscripts.
- Supporting the application for ethics clearance at Queen's University and facilitating ethics clearance with an international partner.
- Organizing and facilitating stakeholder consultation meetings in Southeastern Ontario.
- Facilitating a document review that explores system-level and/or policy and management level structures for compassionate and respectful care.
- Attending and facilitating bi-weekly meetings of a core working group and bi-monthly steering committee meetings with one international partner (e.g., schedule, communicate, attend and record minutes)
- Facilitating participant recruitment (e.g., prepare study materials, discuss/address questions of potential study participants, support informed consent)
- Facilitating data collection (e.g., schedule and arrange individual interviews or focus groups, ensure participants complete all study documentation, enter data into and manage study database, organize audio recording of focus groups/interviews, attend and record notes for focus groups, conduct interviews)
- Assisting with the qualitative analysis of transcribed focus group/interview data using a qualitative descriptive method
- Supporting knowledge translation of study results (e.g., manuscript preparation and submission to peer-reviewed journals, preparation of presentations, attendance at local and regional meetings)

REQUIRED QUALIFICATIONS:

- University degree in Nursing or Health Sciences-related field preferred.
- Currently enrolled Queen's University graduate students (PhD program preferred).
- Experience with data analysis software (e.g., SPSS and NVivo) is considered an asset.

REQUIRED SKILLS & ABILITIES

- Excellent organizational skills for planning and coordination of activities
- Ability to work independently and collaboratively
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Group facilitation skills

Application Procedure

Please read carefully and follow the instructions below regarding the application process. Failure to follow the application process may affect your eligibility for the positions listed above.

Please quote competition 2023-SON-RJG

Applications are to include:

- **A cover letter (please identify if you are a current graduate student at Queen's)**
- **A complete and current curriculum vitae**
- **The names and contact details of two professional referees**
- **Any relevant other materials the candidate wishes to submit for consideration.**

Applications must be submitted by one of the following methods:

By Email

NURS.APPLY.JOBS@queensu.ca

By Mail or In Person

School of Nursing
Cataraqui Building, 92 Barrie Street
Kingston, Ontario, Canada K7L 3N6
Attn: Cindy Palmer, Staffing and Human Resources Officer

By Fax

(613) 533 –6770
Attn: Cindy Palmer, Staffing and Human Resources Officer

Note:

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous/Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

The University has policies in place to support its employees with disabilities, including an Accommodation in the Workplace Policy and a policy on the provision of job accommodations that take into account an employee's accessibility needs due to disability. The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require an accommodation during the

interview process, please contact Cindy Palmer, Human Resources Coordinator,
cindy.palmer@queensu.ca .

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority.