**Research Commons Graduate Academic Assistants for Qualitative Software Support**

***Position Description***

The Research Commons (RC) is located within Koerner Library and provides a welcoming, interdisciplinary research-driven learning environment for graduate students and Faculty. We are looking for two graduate students with strong teaching and IT skills to join our team as the RC expands to include new qualitative software support services. As a RC Graduate Academic Assistant for Qualitative Software Support you will:

* participate in the development, design, and delivery of in-person and online workshops using qualitative software
* offer one-on-one consultation services to assist with qualitative software support using multiple operating systems, platforms, and software
* develop and maintain qualitative software support guides and resources on the RC web site, in collaboration with the relevant subject librarians
* promote and market RC programs to graduate students and other stakeholders using traditional communication and social media tools
* develop and implement methods for ongoing program assessment
* participate in regularly scheduled RC project team meetings, and on related committees and projects with partner units, including the Faculty of Graduate and Postdoctoral Studies, the Centre for Teaching, Learning and Technology, the Graduate Student Society, and others in the Library
* be familiar with Library and campus Learning Support Services available for graduate students, including Faculty of Graduate and Postdoctoral Studies and the Graduate Pathways to Success Program [GPS], and refer users accordingly
* participate in the RC GAA training program and ongoing learning opportunities
* check in regularly with the RC Student Coordinator regarding RC service priorities, scheduling, promotion and assessment
* foster a welcoming, research-driven, interdisciplinary learning environment for graduate students and faculty

***Qualifications***

* Full-time, currently enrolled master’s or doctoral student at UBC
* In depth knowledge of, and experience using, qualitative software (i.e. NVivo, AtlasTI)
* Ability to learn new technologies quickly
* Teaching experience, preferably in an academic setting
* Aptitude in multiple operating systems and platforms (i.e. Mac OS, Windows)
* Strong competency with Microsoft Office (Excel, Word)
* Experience with web content management tools Wikimedia and WordPress, or other CMS applications
* Excellent communication, analytical, problem solving, and interpersonal skills
* Ability to work independently and in a collaborative team environment
* Adaptable and flexible in a changing environment
* A passion for collaborating and sharing research!

***Salary and Hours***

$19.84/hour, 8-10 hours per week.

The term of this position will June 2nd, 2014 to May, 1st, 2015.

Must be available for training the week of August 18th, 2014 for orientation and training.

***To Apply***

Please submit a cover letter, resume and contact information for two references in a single Word or PDF document via email to [lib-grcapps@interchange.ubc.ca](mailto:lib-grcapps@interchange.ubc.ca)by 5pm on Friday, June 6th, 2014.

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