



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

UBC Library
Walter C. Koerner Library
1958 Main Mall
Vancouver, BC Canada V6T 1Z2

Phone 604 822 8667
Fax 604 822 9122
Email www.library.ubc.ca

UBC Research Commons Graduate Academic Assistant for Qualitative Data Analysis 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 a graduate student with strong teaching and IT skills to join our team supporting qualitative software support services. As a RC Graduate Academic Assistant for Qualitative Analysis Software Support you will:

- participate in the development, design, and delivery of in-person workshops using qualitative analysis software to support regular RC workshop programming and one-off faculty requests
- offer one-on-one consultation services to assist with qualitative analysis software support using multiple operating systems, platforms, and software
- develop and maintain qualitative analysis 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, RC GAA training program and ongoing learning opportunities
- 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 check in regularly with supervising librarians and the RC Program Assistant regarding RC service priorities, scheduling, promotion and assessment
- foster a welcoming, research-driven, interdisciplinary learning environment for graduate students and faculty

Required Qualifications

- Full-time, currently enrolled master's or doctoral student at UBC
- In depth knowledge of, and experience using qualitative analysis software (i.e. NVivo, AtlasTI)
- Teaching experience, preferably in an academic setting
- Ability to learn new technologies quickly
- Aptitude in multiple operating systems and platforms (i.e. Mac OS, Windows)



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- Strong competency with Microsoft Office (Excel, Word)
- 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!

Preferred Qualifications

- Experience with web content management tools and/or LibGuides
- Experience using social media tools and techniques to build community and awareness

Salary and Hours

\$20.04/hour, 5 hours per week.

The term of this position will August 1st, 2016 to April 30th, 2017.

Must be available for training the first week of August 2016 for orientation and training.

To Apply

Apply via the [Careers Online](#) portal by submitting a Cover Letter and Resume in a single Word or PDF document by 5pm on **Friday, July 15th**, 2016. Interviews will take place in mid-July.



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