UBC Library Research Commons
Graduate Academic Assistant (GAA) – Quantitative Data Analysis

Job Title: Graduate Academic Assistant (GAA) – Quantitative Data Analysis

Position Classification: Researcher/Professional

Job Description: Graduate Academic Assistants (GAA) in the Research Commons provide support for graduate students on a variety of essential thesis and research skills and software. The GAA for Quantitative Data Analysis Software will deliver workshops and individual consultations on using a variety of data analysis software tools such as SPSS and R. Students will develop a diverse range of personal and professional skills and abilities ranging from intermediate to advanced complexity.

The UBC Library Research Commons (RC) is located within the Walter C. Koerner Library and provides a welcoming, interdisciplinary research-driven learning environment for graduate students and Faculty. Our service model is peer-support, offering workshops and 1-1 assistance by graduate students for graduate students. These positions are a vital component to the service that the library provides to its users by creating an outstanding educational experience for UBC graduate students and improving graduation rates.

Organizational Status
Reports to the Managing Librarian for the Research Commons. Works in cooperation with other peer graduate student instructors and librarians on the Research Commons team, and other departments and graduate student groups on campus.

Work Performed – Basic Duties and Responsibilities
We are looking for a graduate student with strong teaching and IT skills to join our team supporting qualitative software support services. The Graduate Academic Assistant (GAA) will:

- develop and deliver in-person workshops on quantitative data analysis software SPSS or R to support both regular RC workshop programming and one-off departmental requests
- provide individual consultations to graduate students on data management processes, data analysis, data citation and data curation using multiple operating systems, platforms, and software
- develop and maintain SPSS and R support guides and resources on the RC web site, in collaboration with the supervising subject librarian
- 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 programs 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
• 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

Qualifications:

Education & Experience
• Full-time, currently enrolled master’s or doctoral student at UBC
• In depth knowledge of, and experience using quantitative data analysis software (ie., SPSS, Stata, MATLAB, and R)
• Teaching experience, preferably in an academic setting

Skills and Qualifications
• Ability to learn new technologies quickly
• Aptitude in multiple operating systems and platforms (i.e. Mac OS, Windows)
• Strong competency with Microsoft Office (Excel, Word)
• Excellent analytical, problem solving, and interpersonal skills
• Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
• Ability and willingness to work both independently and as part of collaborative team with students and staff
• Adaptable and flexible in a changing environment
• Graduate students who are a good fit for this position are approachable, knowledgeable and have a passion for teaching, collaborating and sharing research!

Salary and Hours
$21.00/hour, 6-8 hours per week.
The term of this position will be September 1, 2018 – April 30, 2019 (with possibility of renewal).

To Apply
Please submit Cover Letter, Resume, and Class Schedule in a single Word or PDF document by 11:59pm on September 12, 2018 to research.commons@ubc.ca. In the subject line of your email, please include the words ‘Data Analysis Position.’