



UNIVERSITY OF
CALGARY

Bilingual (French/English) Student Research Assistant Position

Social Work and Field Education, Faculty of Social Work

The *Transforming the Field Education Landscape: Intersections of Research and Practice in Canadian Social Work Field Education* research project, led by Project Director Julie Drolet, invites applications for a Bilingual (French/English) Research Assistant, who speaks and writes fluently in Québécois French and English.

The part-time fixed short-term position will be for a term of approximately 3 months, with a possibility of extension.

This position will be part of the Project Management Office and will be reporting to the Project Director. The tasks and activities include: translating project documents from English to Québécois French, assisting with the transcription of interviews and focus groups, contributions to planning various events, such as workshops and webinars (send invitations, develop materials, video record event for the website), and various other activities related to the project. This position will be working closely with the Project Coordinator and Knowledge Mobilization Coordinator.

Position Description and Summary of Responsibilities:

- Translating project documents from English to Québécois French
- Assist with reviews of the academic literature review
- Assist with the creation of various knowledge mobilization documents (e.g., posters, brochures)
- Support the project with social media activities
- Assist with knowledge mobilization and integrated knowledge exchange
- Assist with transcription work of interviews and focus groups
- Assist with data collection and data analysis
- Assist with interpretation and analysis of data collected
- Assist with report writing, production of research papers suitable for publication, and support knowledge mobilization activities
- Other research tasks and activities as needed

Requirements:

- Can speak and write fluently in Québécois French and English
- Undergraduate or graduate student in Social Work
- Strong interpersonal skills and the ability to work well in a team
- Ability to prioritize, plan and organize own workload to meet demands and deadlines
- Excellent communication via all mediums
- Ability to work independently and promote good teamwork
- Computer skills (Microsoft Word, PowerPoint and Excel. Experience with Social Media is considered an asset)
- Knowledge of Nvivo 11.0 is an asset

Application Deadline: June 21, 2020

If you are interested in applying for a position, please send your cover letter, resume/cv, and a sample of your academic writing to:

Dr. Julie Drolet by email: jdrolet@ucalgary.ca

We would like to thank all applicants in advance for submitting their resumes; please note that only those candidates chosen to continue on through the selection process will be contacted.