



UNIVERSITY OF
CALGARY

Project Coordinator & Student Research Assistant Faculty of Social Work

Area: Social Work Journal Publication

Duration: Approximately 12 months

Start Date: November, 2022

The project “Integrating Research Training via the Development of a Social Work Journal ‘Transformative Social Work’” invites applications for a **Project Coordinator & Student Research Assistant position**. This position can work remotely from home due to Covid-19. This is a part-time opportunity for up to 10 hours per week.

Job Description:

The main focus of this position is to assist with the development and implementation of a new Faculty of Social Work Journal ‘Transformative Social Work’. *Transformative Social Work* is a scholarly refereed open access journal designed to exchange knowledge and promote transformation in the field of social work. The journal aims to advance theoretical understanding, share policy, and inform practice, and welcomes submissions from all areas of social work. Collaborations with other disciplines on social work-related issues are welcome.

Other responsibilities include managing research ethics applications and amendments, conducting interviews and analyzing data, drafting publications and reports, training and mentoring practicum students, collaborating with team members and social work academic, contributing to knowledge mobilization activities (peer-reviewed publications, conference presentations, webinars, workshops, etc.) and other duties as required.

Qualifications:

- Applicants must be currently enrolled in an accredited Social Work program in Canada.
- Applicants should have a strong interest in academic publishing and knowledge mobilization.
- Minimum 2-years of experience in a research setting.
- Prior experience with qualitative interviews and qualitative data analysis.
- Strong organizational and coordination skills.
- Strong communication skills (written and interpersonal).
- Flexibility, commitment, and ability to plan meetings (scheduling, location, recruiting participants).
- Proficiency with Microsoft Office Suite, specifically MS Word, Power Point, and Excel.
- Experience with ZOOM and Microsoft Teams.
- Experience working in academic journal development or management is a strong asset.
- Experience with NVivo is a definite asset.
- Experience using PeopleSoft or similar program is a strong asset.

Application Details:

Please send a letter of application, curriculum vitae, sample of published or other academic work, and names and contact information of two referees to tfelproject@ucalgary.ca.

Subject Line: Project Coordinator Application – Name

This position will remain open until filled.

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.