

Graduate Research Assistant II

*College of Biological Sciences
Office of the Associate Dean, Research and Graduate Studies*

We are seeking a graduate student to join the College of Biological Sciences (CBS). Reporting to the Manager of Research and Graduate Studies for CBS, the Graduate Research Assistant II will coordinate and lead an equity, diversity and inclusion (EDI) audit of the College's graduate programs to determine the barriers to inclusion that underrepresented groups may experience. CBS is conducting this audit to gather the information needed to develop evidence-based strategies to increase diversity within our graduate programs.

Job description

- Complete surveys and focus groups with CBS graduate students, undergraduates, staff and faculty to develop baseline equity data and to identify potential and perceived barriers to inclusion in our five graduate programs (Molecular and Cellular Biology, Human Health and Nutritional Sciences, Integrative Biology, Bioinformatics and Biotechnology).
- Collaborate and consult as needed with external experts in EDI
- Assist with amendments to research ethics board approvals
- Prepare detailed analyses and reports on outcomes of both surveys and focus groups
- Assist in the preparation of a research article to be prepared for submission to a peer-reviewed journal
- Collaborate with the CBS EDI working group and provide updates in regular meetings

Required skills

- Excellent professional communication skills (written and oral)
- Ability to take initiative and work independently
- Exceptional attention to detail
- Experience working with multiple stakeholders
- Experience with conducting surveys and focus group
- Proficient with Qualtrics
- Experience conducting qualitative analyses
- Experience working in the field of EDI considered would be considered an asset

Required qualifications

- Graduate student registered in a PhD-level program at the University of Guelph

Application Package

- Curriculum Vitae (CV) or resume
- Short cover letter describing interest in this position and relevant work experience

Duration: November 15, 2020 – May 30, 2021 (approximate time frame)

Hours: Flexibility in hours, but some work will need to be completed between 8:30am-4:30pm, Monday to Friday. Approximately 10 hours per week, on average (some weeks will vary).

Rate of Pay: \$25.00/hour.

Application Deadline: Please submit your application package by October 26, 2020.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Please send your application package to the attention of:

Sarah Bates
Manager, Research and Graduate Studies
College of Biological Sciences, Dean's Office
sbates@uoguelph.ca