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| **Posting**  **RESEARCH ASSISTANTS** | |
| **Position Title:** | Casual Research Assistants (Part-time) (RA1905)  Recognition of Acquired Competencies (RAC) Research Grant |
| **Hiring Unit:** | Enrolment Services and School of Continuing Studies |
| **Supervisor:** | Gillian Nycum, Registrar and Executive Director |
| **Work Location:** | 3415 McTavish Street |
| **Hours per week :**  **Work Schedule:** | Summer 2019 (June 1, 2019 to August 31, 2019) - 20 to 35 hours per week (weekly work schedule may vary)  Academic year (September 1, 2019 to end of contract) – 10 hours per week |
| **Hourly Wage:** | $20/hr (Holiday Pay 3.6%, 4% Vacation Pay) |
| **Planned Start Date & End Date of appointment:** | June 1, 2019 to May 31, 2020 |
| **Date of Posting:**  (post for 5 working days minimum) | May 3, 2019 |
| **Deadline to Apply:** | May 10, 2019 |
| **PRIMARY DUTIES** | |
| * Collect, compile, and analyze data related to policies and procedures concerning PLAR/RAC across the U15 Group of Canadian Research Universities; and Universities and CEGEPS in Quebec * Review existing PLAR/RAC agreements or “ententes” between Quebec educational institutions and between government and Quebec educational institutions * Review existing agreements between U15 and educational institutions * Review existing PLAR/RAC procedures in Quebec educational institutions * Review existing PLAR/RAC pathways specifically in relation to Indigenous learners * Review assessment tools used by U15 institutions and Quebec universities and CEGEPS * Identify existing electronic competency-based assessment tools used in universities and private businesses * Liaise with the appropriate institutions and organizations to understand and gather information about PLAR/RAC tools of assessment * Create a detailed benchmarking report and results of research with recommendations for PLAR/RAC policies and procedures at McGill University, and a single searchable excel spreadsheet/dataset. | |
| **EDUCATION/EXPERIENCE**  **Minimum requirement: Masters Degree** | |
| * Candidates must be a student in good standing, registered at the Undergraduate level or higher * Candidates who are completing or graduated from a graduate-level degree (Education, Learning Sciences, Sociology, Information Systems or related fields) or demonstrate equivalent experience * Minimum one (1) year of experience in conducting research projects | |

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| **OTHER QUALIFYING SKILLS & ABILITIES** |
| * Excellent command of spoken and written (academic) English, French reading is a must; conversational fluency a plus * Must be tech savvy; advanced Excel skills and abilities with a demonstrated ability to work in a MS Office environment * Familiarity with relevant quantitative and qualitative research methodologies * Proven ability to work autonomously and to meet deadlines * High level of attention to detail, accuracy, and confidentiality required * Demonstrated ability to prioritize and meet strict deadlines with limited supervision * Demonstrated professionalism and discretion * Knowledge of contemporary literature in one or more of the following areas: assessment tools, competency based learning, and Quebec curriculum procedures * Experience with program or project evaluation, and prior collection, analysis and preparation of research for reporting purposes is helpful but not required. |
| **HOW TO APPLY** |
| The two positions are part-time positions which will start on or about June 1, 2019 and end on May 31, 2020. Possibility of continuation is contingent on acquiring and maintaining sufficient funding.  Applications must include:   * A one-page cover letter (including statement of research experience) explaining how they meet the specific requirements of the position; * Full curriculum vitae; * Names and titles of two referees along with contact information and best method to reach them.   We thank all applicants for their interest in McGill University. However, we will only contact applicants selected for an interview.  Applicants interested in this position should submit their application by email to Hélène Fyfe, Human Resources and Finance Manager, Enrolment Services at HR.ES@mcgill.ca. The review of applications will begin immediately and continue until the positions are filled. |
| McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) at angela.campbell@mcgill.ca or 514-398-1660. |