Job Posting: Research Assistant for UBC xwčičəsəm Garden Research Project

Job Title: Research Assistant for UBC xwčičəsəm Garden Research Project
Pay Rate: $20 – $23 per hour
Hours: 15 hours per week maximum
Time period: May 1 – October 31, 2023; six months with a chance of renewal

Project background:
The Research Assistant (RA) will support the Research Project entitled *xwčičəsəm Garden: an Urban Indigenous Space Supporting the Development of National Urban Parks and Ecological Corridors.* In this project, we will examine how xwčičəsəm has addressed issues related to Indigenous health and wellness, food sovereignty, youth identity, counter-racism, the legacy of colonialism, Indigenous peoples' relationships, and land-based education and stewardship. We will gather evidence-based best practices and lessons learned and evaluate xwčičəsəm contributions to the co-development of land-based initiatives and programs, community relationships, access to Indigenous spaces, and the building of reciprocal and respectful relationships with Indigenous peoples.

The RA will work closely with the Project Manager (PM), providing administrative and research support and coordinating research activities.

Specific duties include:
- Administrative support, including scheduling virtual and in-person meetings, managing project timeline, coordinating travel arrangements, e-communications, and note-taking
- Assist with preparing research materials, literature reviews, summaries, website content, presentations, and editing
- Assist in coordinating and managing project activities, including research, data management, events, and reporting
- Support the development of a virtual multi-media exhibit
- Conduct other related duties as assigned by the PM, which may include occasional support for other research activities at *x*wčičəsəm Garden

Minimum qualifications:
- Senior undergraduate (3rd or 4th year) or graduate student currently enrolled in a Master's or doctoral program in a relevant field at UBC.
- Strong organizational and time management skills
- Excellent communication and interpersonal skills, including communicating effectively and professionally with faculty, staff, students, and external partners
- Demonstrated ability to manage multiple priorities
- Proficient in Microsoft Office Suite
- Ability to maintain confidentiality and handle sensitive information with discretion

Preferred qualifications:
- An understanding of Indigenous knowledge and worldviews
- Experience using Doodle, Zoom, and other relevant software
- Direct experience working with Indigenous communities and organizations
- Experience with research methods, data analysis, and data visualization
- Sensitivity dealing with members of diverse cultural and racial backgrounds
- Experience with writing and posting material on websites and other digital media
- Indigenous students are encouraged to apply

Working conditions: The working schedule is flexible, with the possibility of working some of the time remotely. The position is subject to UBC's policies, procedures, and collective agreements. The salary will be commensurate with the candidate's qualifications and experience.

To apply: Interested candidates should submit their **CV and cover letter** to the UBC-Parks Canada Project Manager, Dr. Tanya Wahbe (wahbe@mail.ubc.ca). The cover letter should clearly demonstrate the candidate's qualifications and interest in supporting the UBC-Parks Canada Project. Please note that the application period closes on **April 28, 2023**. Therefore, interested candidates must submit their application materials as soon as possible.