

A graphic with a dark blue background and light blue abstract shapes. It features a search bar with a magnifying glass icon and the text '2 Positions: Project Assistant (Ethics Learning Resources)'. Below this is a white rounded rectangle containing the 'MAIN ROLE:' section, contact information for Emily LeBaron, and four UBC logos: Learning Exchange, RSHDC, IRSI, and CCEL.

Summer Work Learn: Job Opportunity

🔍 2 Positions: Project Assistant (Ethics Learning Resources)

MAIN ROLE: Complete an environmental scan to identify community engaged initiatives at UBC with Indigenous Peoples that fall outside of the traditional ethics review process.

For more information and to apply directly to the position search:

Job ID 885918 on UBC Careers Online

Any questions can be directed to:
Emily LeBaron at Emily.LeBaron@ubc.ca

UBC Learning Exchange UBC RSHDC UBC IRSI UBC CCEL

- Positions run May 1 – August 31, 2021 (may be a possibility for extension)
- Rate: \$19.14 per hour
- Positions 20/hours per week, max 300 hours
- Must be a registered student (or have graduated in most recent term) – see [Work Learn website for more details](#)
- While position is virtual, candidates must be located within Canada
- Apply by April 12, 2021

Questions? Reach out to Emily LeBaron (IRSI) at Emily.lebaron@Ubc.ca

Job Title: Project Assistant (Ethics Learning Resources)

Number of Openings: 2

Job Description:

The Indigenous Research Support Initiative (IRSI), the UBC Learning Exchange, the Residential School History and Dialogue Centre (RSHDC) and the Centre for Community Engaged Learning (CCEL) are collaborating with other key partners to develop teaching and learning resources to support ethical engagement practices in Indigenous community-based research. Ultimately the goal is for UBC staff, students, and faculty to be equipped with the knowledge and skills to respectfully, ethically and appropriately engage with Indigenous communities. The project will benefit Indigenous communities by building towards a community informed ethics “toolkit” for engagement supported by the creation of practical open educational pedagogical instruments that are respectful of community-based ethics standards and approaches.

The Project Assistant will complete an environmental scan to identify community engaged initiatives with Indigenous Peoples that fall outside of the traditional ethics review process at UBC, drawing on supporting literature where required. The student will present their findings in written and verbal form to members of a Steering Committee, other units at UBC and Indigenous community members, and partners as in the form of a final report and regularly throughout the project.

Duties:

- Complete an environmental scan to identify community engaged initiatives at UBC with Indigenous Peoples that fall outside of the traditional ethics review process. This would include MOUs signed between First Nations and Departments, student-led initiatives, CCEL funded projects and practicums (e.g. SCARP’s Indigenous Community Planning program);
- Investigate and compile examples of promising practices in the areas of ethical partnership building/development in the local context at UBC;
- Draft appropriate presentations for the Steering Committee and other units, Indigenous communities, partners as requested;
- Draft reports with findings and recommendations;
- Work collaboratively with the Steering Committee members and others participating units/programs at UBC;
- Meet regularly with the co-supervisors to discuss tasks, performance, outreach activities, learning objectives, challenges and successes;

Qualifications:

The successful applicant will be a responsible team-player with strong-time management and organizational skills. They will be personable with a strong acumen for how to engage with diverse stakeholders and a strong ability to synthesize, analyze and translate complex issues into clear and actionable platforms. The successful applicant must be able to work independently and remotely, be able to respond to changing project needs and be able to meet with stakeholders across the university, including attending some meetings with off-campus partners (pandemic regulations permitting). The student will have a working knowledge of community engagement issues and best practices and will be able to approach sensitive topics with discretion. The student should be able to synthesize complex material into media designed for a broader, public audience and also be interested in exploring novel ways to share communication. A positive outlook, approachable personality and ability to create, maintain and facilitate new relationships, is considered an asset.

Education & Experience:

- Currently pursuing a graduate degree in Indigenous Studies, Education, Sociology, Psychology, English, Information Studies or a relevant discipline.
- Previous experience leading consultations at a university or in the community.
- Previous experience working with community an asset.
- Demonstrated ability to work effectively in a team environment; ability to show initiative and judgement.

Essential Skills:

- Excellent interpersonal communication skills.
- Demonstrated organizational and time management skills.
- Experience leading and facilitating consultations and distilling a broad array of information and perspectives into concise presentations, both written and verbal.
- Excellent problem solving skills.
- Creativity and demonstrated ability to work independently and take initiative.
- Excellent research abilities and written communication skills.
- Ability to think critically and constructively about ideas.
- Experience of project planning and implementation.
- Experience evaluating and assessing work or projects.
- A good understanding of UBC structures and on campus resources.

Student Learning Components:

The student will report to co-supervisors, Elizabeth Shaffer (Executive Director, RSHDC) and Susan Grossman (Director, CCEL). The work to develop the ethics learning resources will be guided by a Steering Committee with members from a number of UBC units including, IRSI, RSHDC, CCEL, UBC Learning Exchange, CIS, FNHL, Office of Research Ethics and expert faculty in community based research and ethics. Working closely with partners across campus will form positive networking opportunities for the student.

At the outset of the Work Learn position, the student will work with the co-supervisors and the Committee to develop learning goals and a work plan. These documents will serve as guides to ensure learning objectives are met. Regular feedback and ongoing support will be provided throughout the term. The student will be encouraged to self-reflect through open, collegial dialogue, and will receive mentoring and supervision from supervisors and members of the Committee.

Learning opportunities will also include:

- Leadership and teamwork skills while researching and coordinating their work.
- Network and mentorship opportunities with campus partners and understanding of perspectives and concerns of different stakeholder groups on campus.
- Ability to learn and to model collaborative teamwork in a professional manner.
- Development of interpersonal, intercultural, and reflective/expressive communication skills.
- Effective time management skills through the prioritization of tasks and organization.
- Relationship-building opportunities with different stakeholder groups on campus.
- Development of interpersonal and listening/reflective/expressive communication skills.