



Work Learn Summer 2025 — Project Assistant

FACULTY

Faculty of Arts

SCHOOL

School of Social Work, Vancouver

ANTICIPATED START DATE

To be negotiated, June 2025

HOURS

Up to 70 hours

PAY RATE

\$25.69 including benefits / \$22.44 per hour

PAY CLASSIFICATION

Work Learn 2025 Project Assistant (Step 3)

EXPERIENCE LEVEL

Current Students in an Undergraduate Program

SUPERVISOR

Dr. Barbara Lee

POSITION SUMMARY

The Centre for the Study of Services to Children and Families (CSSCF) identifies and supports the development of evidence-informed policies, programs, and services aimed at improving the lives of children, youth, and families from diverse social contexts. CSSCF is seeking an undergraduate student to support the data collection, analysis and knowledge translation activities for a student led research project about cultural humility and social work practice among primary health care teams in Vancouver's Downtown Eastside. The PA will attend focus groups and have key tasks assigned related to knowledge exchange and mobilization. The PA will support the project by developing communication engagement about key project updates.

TASKS AND DUTIES

- Coordinate logistics for data collection/ focus group/s, member checking process
- Assist with cleaning the transcript from the focus group
- Assist with community-engaged process by developing study communications.
- Develop infographics using Canva or similar, about research findings for knowledge mobilization.



- Develop a social media or blog posting about the project.
- Assist with knowledge exchange events and materials

SUPERVISION

Supervision on a bi-weekly basis with the project CSSCF graduate student to set goals, collaborate, and provide formative feedback regarding performance and progress.

COMPLEXITY OF TASKS

Under direct supervision, performs routine tasks of moderate complexity in a laboratory/non-laboratory environment. Works within well defined guidelines, but is expected to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion. Work usually requires previous related university experience/education.

QUALIFICATIONS

A current undergraduate student at the University of British Columbia.

Knowledge or the ability to learn the use of Canva, Basecamp, Dedoose, OneDrive, and Zoom is desirable.

An understanding of qualitative research processes and completion of TCPS2 or willingness to complete.

A positive and collaborative approach with initiative to working in a research team is an asset.

Skills in critical thinking, quality written outputs and organization.

Attendance at meetings in the Downtown Eastside and on campus at UBC. There is also flexibility for remote working in this role.

Use of a personal laptop and remote workspace is needed for this position.

CONTRIBUTIONS TO UNIVERSITY COMMUNITY AND STUDENT LEARNING

- Knowledge translation is important to ensure research is accessible, applicable, and actionable for knowledge users. This position advances UBC's strategic priorities to create research that has positive impact on society.
- Equity and diversity are central to this project.
- CSSCF requires and upholds UBC's Statement on Respectful Environment, Sexual Misconduct Policy, Accommodations for Students with Disabilities, Academic Accommodations for all Students' Religious Observances and for the Cultural Observances of First Nations, Métis, and Inuit Students.
- CSSCF has a robust and supportive mentoring structure for student mentorship. Diverse perspectives are valued and integrated into the project.

ORIENTATION & TRAINING

- An orientation to the project and training as required will be provided by the Principal Investigator, CSSCF staff and graduate students. On boarding and training will also be offered through CSSCF.
- A variety of training through CSSCF (e.g. research methods, data analysis, data management, using analysis software, knowledge translation, etc) will be offered during orientation.



- Introductions will be given to CSSCF study staff, graduate students, and community members with involvement in the research
- Supervision on a bi-weekly basis with the project CSSCF graduate student to set goals, collaborate, and provide formative feedback regarding performance and progress.
- Participation in other relevant CSSCF training or project specific meetings.

MENTORSHIP, ENCOURAGEMENT, SUPPORT & NETWORKING OPPORTUNITIES

- Mentoring from the UBC-V CSSCF Director and the CSSCF Coordinator.
- Participation in CSSCF activities and meetings for opportunities about networking and peer support.
- Opportunity to be involved in research about social workers in primary health care teams and observation about the experiences in these roles.

PERSONAL, PROFESSIONAL & ACADEMIC DEVELOPMENT

- The PA will experience working in a professional research team environment that encourages and values their contribution.
- The PA will have the opportunity to lead key parts of the research project and utilize their own creativity alongside project considerations. Accordingly, the student will engage in learning that enables relevant outputs for the research project.
- The PA will be able to translate, mobilize, and disseminate research knowledge to inform policy, programs and practices in the public policy, social and health service sector.
- The PA will have communication products (newsletters, infographics, social media plan and content, etc) that can be compiled to showcase their work for future employment portfolios.
- The PA will develop project management skills, both individually and as part of a team.
- The PA will develop knowledge about data collection and community engaged processes in applied social science research

TO APPLY

- Please send your CV and cover letter to Dr. Barbara Lee blee@student.ubc.ca by 30 May
- Please indicate in your cover letter your interest in the work learn position and give attention to the listed qualifications in this job description

KEY CONTACTS

Dr. Barbara Lee blee@student.ubc.ca

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Updated 7 May 2025