Position Title: Part-time Casual Research Assistant for Working Group on Lifelong Learning
Reference number: RA-WGL3

Hiring Unit: School of Continuing Studies

Supervisor: Carola Weil, Dean

Work Location: 688 Sherbrooke St. Suite 1240

Work Schedule: Maximum 20 hours per week, based on availability and research needs.

Hourly Wage: $16-18/hr depending on experience; 3.6% holiday and 4% vacation indemnity will be added to each pay

Start Date & End Date of appointment: As soon as possible to June 30, 2020

Date of Posting: February 13, 2020

Deadline to Apply: Open until filled

### PRIMARY DUTIES

Reporting to the Dean of Continuing Studies and working closely with the Group Co-Chair, the research assistant will gather data and assist in the preparation of a final report to be submitted to the Provost of McGill University for the McGill Working Group on Lifelong Learning.

Specific objectives for this contract are the following:

- Review and summarize existing reports or surveys relevant to L3 generated by Faculties, Schools, Administrative units or Sub-Committees at McGill.
- Contact, on behalf of the Working Group, current providers of L3 at McGill and collate a list of offerings, such as programs, seminars, conferences, and online modules that may be available within McGill (Current Students, Academic Staff and Administrative Staff) or outside McGill (Prospective Students, Alumni, Retired McGill Employees, Business Community, General Community).
- Establish a spreadsheet/searchable database of existing and planned activities and reports.
- Benchmark and summarize successful L3 initiatives and programs taking place at peer institutions in Montreal, Rest-of-Canada, and globally by reviewing websites and any existing reports.
- Prepare an annotated literature review of relevant research findings/reports on successful and innovative strategies for which a university, like McGill, could implement L3.

### EDUCATION/EXPERIENCE

Minimum requirement: Advanced Undergraduate education

- Candidates must be a student in good standing, registered at least at the baccalaureate level or higher with demonstrated research/data gathering skills
- Minimum two (2) years of experience in conducting research projects

### OTHER QUALIFYING SKILLS & ABILITIES

- Proven ability to work autonomously and to meet deadlines;
- Outstanding interpersonal skills with an ability to interact comfortably and competently with administrative staff and academic faculty.
- Self-motivated and creative individual with excellent verbal and written communication skills.
- Excellent command of spoken and written (academic) English. French reading comprehension is a must; conversational fluency a plus
- Proven skills in Excel and a demonstrated ability to work in a MS Office environment
- Familiarity with relevant quantitative and qualitative research methodologies; Graduate level experience in qualitative and/or quantitative social science research is ideal.
- 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

**HOW TO APPLY**

This is a part-time research assistant position, which will start as soon as possible and end on June 30, 2020. Possibility of continuation is contingent on continuation of the Working Group’s mandate and acquiring and maintaining sufficient funding.

**Applications must include:**
- Reference number: RA-WGL3
- A one-page cover letter (including statement of research experience) explaining how you meet the specific requirements of the position;
- 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 this position. However, the School of Continuing Studies will only contact candidates selected for an interview.

Please submit your application by email to hr.conted@mcgill.ca

The review of applications will begin immediately and continue until the position is filled.

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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.