UBC Department: Office of Research Ethics

Job Title: Research and Project Coordinator (Interactive Indigenous Research Ethics Repository)

Salary: $25.00-32.41, commensurate with experience

Duration of position: Dec. 1, 2022 – Nov. 30, 2023

Term: One year with possibility of extension (1-year probation)

Hours: 10 hours/week

Experience Level: Current Student in a Master’s or PhD Program

How to Apply: Send resume and cover letter to Wendy Bond, wendy.bond@ubc.ca

Application Deadline Extended: November 25th, 2022

Job Description
The Project Coordinator will offer key administrative and research support to a 2-year funded project lead by the UBC Office of Research Ethics, the Indigenous Research Support Initiative (IRSI), the Residential School History and Dialogue Centre (RSHDC). The project is to create an Interactive Indigenous Research Ethics Repository.

This project, funded by the Indigenous Strategic Initiative (ISI) Fund, helps UBC meet the goals related to research in the Indigenous Strategic Plan. The project aims to align UBC’s institutional research ethics review processes with Indigenous-centred research practices. The repository will focus on Indigenous research knowledge, protocols, and practices in the context of the research ethics review process at UBC. It is designed to demystify current REB processes and suggest alternate approaches, knowledges and ways of knowing through reflective content, case studies and examples of research done well. The repository will provide 3 different group perspectives: Indigenous Nations, communities and/or community-based organizations and individuals; research ethics boards (REBs); and UBC students, researchers (at UBC and more broadly) and research staff.

The Project Coordinator will work with the core project team to complete deliverables within the project. They will have a research background, experience with events planning, and strong administration habits and skills. Experience and comfort working with diverse Indigenous communities, collectives and organizations are important assets. The ideal candidate will have an in-depth experience in Indigenous research, community engagement, and an interest in research ethics.

Job Duties
Experience in all of these is not required to be eligible to apply. They describe tasks that are required of this position. The Project Coordinator will receive on-the-job training, support, and continued mentorship to successfully complete these duties.
- Complete orientation and training in institutional research ethics as well as Indigenous ethics
- Complete a literature review of peer reviewed resources about engagement, research, and ethics in Indigenous communities
- Compile a list of processes and resources about Indigenous research and ethics
- Review completed environmental scans in the area and bring forward suggestions for change and improvement
- Support the community leads in coordinating discussions at the community level about Indigenous ethics and research, including arranging meetings, events, and drafting documentation
- Assist with drafting reports and new ethics guidance with the core team and Indigenous communities
- Assist with writing narrative content for the Repository
- Attend regular meetings of the core project team to discuss tasks, performance, outreach activities, learning objectives, challenges and successes

Work Setting
Remote and in person. Some travel may be required.

Number of Openings
2

EDI Statement
Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

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. The student will have a working knowledge of community engagement issues and best practices and will be able to approach sensitive topics with discretion.

Education & Experience
- Currently pursuing a graduate degree that includes an Indigenous focus or relevant discipline
- Experience conducting research and being part of a research team, preferably in community-based research
- Experience with the research ethics process at UBC or other academic institution
- Previous experience working with Indigenous communities considered an asset
- Demonstrated ability to work effectively in a team environment; ability to show initiative and judgement
- Experience in and familiar with academic/university administrative structures

**Essential Skills**
- Excellent interpersonal communication
- Organizational and time management; able to work consistently to deadlines
- Able to work independently and take initiative
- Able to distill a broad array of information and perspectives into concise presentations, both written and verbal
- Excellent problem-solving and creative thinking, able to think critically and constructively
- Excellent research abilities and written communication skills
- Experience of project planning and implementation

**Reporting**
The student will report to the Sr. Research Ethics Analyst at the UBC Office of Research Ethics and take direction from all members of the core project team.