

McCreary Centre Society

Job title: **Research Assistant – BC Adolescent Health Survey (BC AHS)**

Term: Position is currently funded through 31st March 2019

Reports to: Executive Director, BC AHS Coordinator, Research partners	Supervisory responsibilities:
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Hours of work: 25 -37.5hrs per week – may include occasional evening and weekends	Salaried /Hourly: Hourly
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Location: 3552 East Hastings Street, Vancouver, BC	Office Base: 3552 East Hastings Street, Vancouver, BC
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Job summary: Support the data entry, analysis and report preparation of the BC Adolescent Health Survey Support the work of research partners conducting analysis of BC Adolescent Health Survey
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Job roles and responsibilities: <ul style="list-style-type: none">• Data entry of 2018 BC AHS• Analyze BC AHS using SPSS for Windows• Support preparation of provincial and regional reports• Prepare school district data tables• Prepare additional reports, as required• Interpret analysis in conference with the research team• Assist the production of community-friendly reports• Any other research and evaluation duties as required

Job qualifications/requirements: <ul style="list-style-type: none">• Bachelors level education in a health science or social science field• Experience working with SPSS for Windows (e.g. experience running frequencies and crosstabs)

- Knowledge of quantitative research methods
- Able to work independently and as part of a team
- Knowledge of youth health issues and research
- Strong written and verbal communication skills
- Basic computer skills
- Organized, flexible, and adaptable

Educational requirements:

- Undergraduate coursework in research methods and statistics

Other requirements:

- Valid drivers license: No
- Access to vehicle: No
- Criminal record check: Yes
- First Aid certification: Yes

I have read and understand the requirements of this position. I am able to perform the duties laid out above.

I will strive to uphold the mission and values of the Society and agree to comply with the Society's policies and procedures

_____Date_____