

Job Description Position Title: Project Assistant for Online Graduate Modules: Advanced Research Skills

Part-time up to 15 hours per week

Salary: \$25 per hour

Department: Ryerson University Library

Supervisor's Title: Kelly Dermody, Librarian, Ryerson University Library

Effective Date: Monday Sep 6, 2021 to March 7, 2022

Job summary: The Library was awarded a grant from eCampus Ontario to create four online modules on advanced graduate research skills. We require a student production assistant to assist with the following: assist the project team to run student focus groups on the usability of the online modules, help collect and incorporate feedback from focus groups, assist with locating copyright free images and media, assist with editing the modules and uploading content to D2L and Pressbooks. Training in locating open copyright free images and media and using D2L and Pressbooks will be provided.

Job requirements and responsibilities

Roles and responsibilities:

- Assist team with searching for open images and media (training provided)
- Assist with testing the usability and accessibility of the modules and their online activities
- Assist supervisor with conducting 4 focus groups between September, 2021 and January, 2022.
 - Assist with the recruiting of focus groups.
 - Assist in the development of focus group schedules; contact potential students to introduce and explain objectives and protocol of the focus group.
 - Attend focus groups as notetaker
 - Collect and analyze the feedback from the focus groups
 - Provide written summaries of focus groups
- Assists with incorporating feedback into modules
 - Including editing and searching for more resources
- Assist with uploading content to D2L and Pressbook platforms (Training will be provided)
- Attend project meetings
- Assist with summarizing project results.
- Perform miscellaneous job-related duties as assigned

Requirements:

- Current Undergraduate or Graduate student at Ryerson University
- Strong communication skills with clear, professional writing abilities
- Good attention to detail
- Critical thinking
- Planning and scheduling
- Strong interviewing and/or listening skills
- Interested in learning ethical data collection standards

Working environment

Remote office environment on a continuous basis.

Opportunity to explore flexible working hours.

Please submit a cover letter and resume to Kelly Dermody (kdermody@ryerson.ca)