



## **RESEARCHER III**

### **SIMULATION TRAINING AND EXERCISE COLLABORATORY PROJECT (SIMTEC)**

**Office of Applied Research and Graduate Studies, Justice Institute of  
British Columbia**

**Location: New Westminster Campus**

**Part-time – 60% FTE (Start working ASAP at 100% FTE to March 31, 2014 and then  
60% FTE from April 1, 2014 to end of project)**

**Salary Range: \$24.00 to \$27.00 per hour, without benefits**

#### **Job Summary:**

The Researcher III position focuses on research data collection, including focus group facilitation; data cleaning and tracking; qualitative data coding and/or quantitative data entry; the development of qualitative thematic outlines and/ or descriptive and cross tab quantitative analysis; and the writing of descriptive summaries. The incumbent is responsible for creating descriptive PowerPoint presentations. The ability to follow directions and keep meticulous records is essential, as is the ability to use research software programs.

This position involves flexible, part-time hours, including some evenings and weekends.

#### **Duties and Responsibilities:**

Follows all ethical protocols for data collection including initial contact; recruitment; informed consent; data cleaning, management, entry and coding, etc. Adherence to a confidentiality agreement is required.

The following duties and responsibilities will change in percentage of time based on the particular research project and the phase of that project. A generic example is provided. All duties and responsibilities are carried out under the direction of a supervising Researcher.

#### **Data collection: 50%**

- Completes field observations and an environmental scan, including contact information and document collection, background interviews, internet search, etc. Maintains files for all information collected. Writes a descriptive summary of the scan and prepares a written or PowerPoint presentation.

- Completes a literature and document search using academic databases and the internet, as well as other sources, according to the directions of the supervising Researcher. Provides an accurate and complete bibliographic software file of the references and abstracts as well as a formatted Word document of the exported file using subject categories. Prepares a descriptive review, mapping the literature and indicating where there are gaps.
- Engages in an interview or questionnaire process and facilitates a focus group following existing protocols including initial contact, recruitment, implementation, recording, sending the recording for transcription or the questionnaire for data entry, cleaning the transcript or data, writing field notes.
- Engages in a technical, experimental or evaluative process, including set-up, and cleans the data. Writes research notes.

#### **Data coding and description: 30%**

- Engages in qualitative software coding of interview or focus group transcripts, audio files, video files, etc., using NVivo and an existing codebook or coding framework and/or data entry of quantitative questionnaire or technical data using Excel or SPSS or other technical software. Develops a descriptive thematic outline of the qualitative codes or code families, and/or a descriptive and cross tab analysis of quantitative data, and/or a descriptive report of technical data. Prepares a descriptive PowerPoint or written presentation.

#### **Data file maintenance and reporting: 20%**

- Completes bi-weekly reports on progress, including recordings, photos, videos, document collection, cleaned transcripts, literature/ document search reports, bibliographic software exports, environmental scan information, descriptive writing drafts, PowerPoint drafts, etc., to both the supervising Researcher and the Research Office.
- Maintains paper and electronic files and tracking documents with appropriate subject headers and file names, etc., as outlined by the Research Office.

#### **Job Qualifications:**

- A Masters degree in a relevant field that included successful completion of at least one graduate level research course presenting an overview of qualitative, quantitative and mixed methods research, or an undergraduate degree that includes successful completion of at least one research course presenting an overview of qualitative, quantitative and mixed methods research, and equivalent experience. (Transcripts required.)
- A minimum of two years' experience in research data collection; data cleaning; qualitative data coding and/or quantitative data entry. Experience in a research work environment.
- Excellent verbal and written communication, including accurate spelling, grammar and proof reading.

- Demonstrated ability to engage in training, follow directions, meet deadlines and follow systematic reporting protocols.
  - Proficiency in the use of Microsoft Word, Microsoft Excel, PowerPoint, and bibliographic software. Experience with broad coding using NVivo qualitative data analysis software and/or with SPSS. Experience with Beyond 20/20 an asset.
  - Ability to work with electronic and/ or technical equipment such as voice recorders, digital cameras, video recorders, measurement devices, etc.
  - Experience using academic literature databases and internet for directed searches.
  - Ability to engage strangers in an interview or focus group process and elicit significant information.
  - Experience with interviewing, focus group facilitation and/or experimental, technical, or evaluative research.
  - Ability to exercise initiative, tact, diplomacy and patience in dealing with others.
  - Ability to engage in mutual problem solving as a member of a team.
- 

**POSTING DATE:** January 17, 2014

**CLOSING DATE:** January 30, 2014

**START DATE** ASAP

**END DATE:** March 2016

---

**Please submit a resume and covering letter to:**

**Laurie Pearce, PhD**  
Chair, SIMTEC Project  
Office of Applied Research  
Justice Institute of British Columbia  
715 McBride Boulevard  
New Westminster, BC, V3L 5T4

simtec@jibc.ca

**Tel: 604-528-5897**

**Fax: 604.777.7596**

**Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Aboriginal peoples and persons with disabilities.**

