



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

UBC Library
Walter C. Koerner Library
1958 Main Mall
Vancouver, BC Canada V6T 1Z2

Phone 604 822 8667
Fax 604 822 9122
Email www.library.ubc.ca

UBC Library Research Commons Grad Student Peer Support - Data Analysis Software

Job Title: Grad Student Peer Support - Data Analysis Software

Position Classification: Researcher/Professional

Job Description: Grad Student Peers in the Research Commons provide support for graduate students on a variety of essential thesis and research skills and softwares. The Grad Student Peers for Data Analysis Software deliver workshops and individual consultations on using a variety of data analysis software tools such as SPSS and NVivo. Students will develop a diverse range of personal and professional skills and abilities ranging from intermediate to advanced complexity.

The UBC Library Research Commons (RC) is located within Koerner Library and provides a welcoming, interdisciplinary research-driven learning environment for graduate students and Faculty. Our service model is peer-support, offering workshops and 1-1 assistance by graduate students for graduate students. These positions are a vital component to the service that the library provides to its users by creating an outstanding educational experience for UBC graduate students and improving graduation rates.

Organizational Status

Reports to the Managing Librarian for the Research Commons. Works in cooperation with other peer graduate student instructors and librarians on the Research Commons team, and other departments and graduate student groups on campus.

Work Performed – Basic Duties and Responsibilities

We are looking for a graduate student with strong teaching and IT skills to join our team supporting qualitative software support services. The Grad Student Peers - Data Analysis Software will:

- develop and deliver in-person workshops on either the qualitative analysis software NVivo OR the quantitative data analysis software SPSS to support both regular RC workshop programming and one-off departmental requests
- provide individual consultations to graduate students on data management processes, data analysis, data citation and data curation using multiple operating systems, platforms, and software
- develop and maintain NVivo and SPSS support guides and resources on the RC web site, in collaboration with the supervising subject librarian
- promote and market RC programs to graduate students and other stakeholders using traditional communication and social media tools
- develop and implement methods for ongoing program assessment
- participate in regularly scheduled RC project team meetings, RC GAA training programs and ongoing learning opportunities



- be familiar with Library and campus Learning Support Services available for graduate students, including Faculty of Graduate and Postdoctoral Studies and the Graduate Pathways to Success Program [GPS], and refer users accordingly
- check in regularly with supervising librarians and the RC Program Assistant regarding RC service priorities, scheduling, promotion and assessment
- foster a welcoming, research-driven, interdisciplinary learning environment for graduate students and faculty

Qualifications:

Education & Experience

- Full-time, currently enrolled master's or doctoral student at UBC
- In depth knowledge of, and experience using qualitative data analysis software (i.e. NVivo, AtlasTI, Dedoose) and/or quantitative data analysis software (i.e., SPSS, Stata, R)
- Teaching experience, preferably in an academic setting

Skills and Qualifications

- Ability to learn new technologies quickly
- Aptitude in multiple operating systems and platforms (i.e. Mac OS, Windows)
- Strong competency with Microsoft Office (Excel, Word)
- Excellent analytical, problem solving, and interpersonal skills
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Ability and willingness to work both independently and as part of collaborative team with students and staff
- Adaptable and flexible in a changing environment
- Graduate students who are a good fit for this position are approachable, knowledgeable and have a passion for teaching, collaborating and sharing research!

Preferred Qualifications

- Experience with web content management tools and/or LibGuides
- Experience using social media tools and techniques to build community and awareness

Salary and Hours

\$20.60/hour, 6-8 hours per week.

The term of this position will be September 1st, 2017 – April 30th, 2018.

Must be available for orientation and training on August 29th - 30th, 2017.

To Apply

Please submit a Cover Letter and Resume in a single Word or PDF document by 5pm on **August 13, 2017** via the UBC [Careers Online](#) portal. Interviews will take place between August 14th - 25th. If you have questions, please contact Susan Atkey, Research Commons Librarian, at susan.atkey@ubc.ca.