

HART Research Assistant – Job Ad

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Summary

Under the supervision of the HART Associate Director (AD) and HART Project Lead, the HART Research Assistant (HRA) will support HART research projects. The incoming HRA will be responsible for supporting various research tasks as assigned, including qualitative and quantitative data collection, management and analysis, and the production of literature reviews and research reports. The HRA role is a junior level, full-time position.

Organizational Status

Reports to the HART AD. HART has been successful and is growing rapidly. This role allows the HART AD to delegate certain research tasks and projects, enhancing the capacity of the HART to continue to expand and secure new opportunities.

Work Performed

The tasks involved in this position will vary in complexity depending on the nature of HART research projects underway which examine various aspects of the housing system. HART has a number of Research Coordinators working on different aspects of the HART organization and on specific research projects. The HRA will contribute to and enhance work already underway and will support the development of new research proposals. The position supports the research and outreach goals of HART by providing a wide range of research services.

Key Responsibilities:

- Utilize Excel, R, STATA, SPSS, and SQLite for complex data collection, analysis, focusing on housing needs for communities and non-profits.
- Engage in in-depth housing research to support various projects, drafting detailed reports that effectively communicate findings
- Actively contribute to the development of research projects, working closely with the team to refine objectives and methodologies. Participate in discussions to enhance research quality and relevance.
- Design and perform quantitative and qualitative interviews and produce evaluation documents.
- Design visualizations to create impactful presentations of data for diverse audiences, ensuring complex information is understandable and actionable.
- Ensure research databases up-to-date and organized.
- Collaborate with multiple stakeholders to gather requirements and provide insightful analysis.
- Participate in grant writing processes to secure funding for HART.

Consequence of Error/Judgement

The work and decisions of the HRA will have an impact on the public image and efficacy of HART. The position requires the ability to maintain accuracy with strong attention to detail, to be prompt and stay on top of timelines, and to establish and maintain good working relations with others. The position supports HART's on- and off-line presence within the wider UBC community and beyond.

Supervision Received

The HRA will work closely with the HART AD and will participate in semi-monthly staff meetings with the HART Project Lead. The HRA will be given an orientation to HART and the team at the outset and will be provided opportunities for learning through team meetings and one-on-one meetings with the supervisor. The HRA and the supervisors will meet regularly to reflect on their performance and provide suggestions if improvement is warranted. The successful candidate must be able to work independently and show a high level of initiative.

Supervision Given

Not required to supervise others; expected to provide training to student staff for how to produce housing needs assessment.

Minimum Qualifications

Completion of a university degree in a relevant discipline or technical program and a minimum four years of related experience or an equivalent combination of education and experience. Some positions may require a graduate degree.

- Willingness to respect diverse perspectives, including perspectives in conflict with one's own
- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications**Education and Experience:**

- Post-secondary degree or certificate, or two years work experience in a field related to affordable housing research.
- Experience conducting qualitative and quantitative research. Experience with housing research would be a strong asset.
- Previous experience in housing research, activism, provision, or operations an asset.
- Experience writing research proposals an asset.
- Experience and familiarity with UBC campus life.

Skills and Qualifications:

- Candidates should possess excellent analytical and writing skills, good graphic and presentation skills, and a working knowledge of communication and design techniques.
- Excellent computer skills (word processing, e-mail, database management, spreadsheets).
- Demonstrates an eagerness to learn and take initiative.
- Demonstrates organizational and time management skills.
- Ability and willingness to work both independently and as part of a team.
- The HRA should be a self-starter with a passion for housing, an enthusiasm for learning, and the ability to perform assigned tasks with moderate supervision.
- The HRA must be able to anticipate challenges associated with assigned tasks, and ask for clarification and support to ensure the success of the team.
- Candidates who are a good fit for this position are approachable, adaptable, knowledgeable and open to learning about themselves and others.

Professional Development Opportunities:

- The work of HART is steered by an advisory group of academic researchers, government housing officials, professional practitioners, and housing non-profits. Mentorship will be provided by the

supervisors and there will be ample opportunities to interact with and establish relationships with HART partners.

- The HRA will have ample opportunity to learn about the Canadian housing system and interact with key actors in BC's housing system.
- The position will develop skills and knowledge for those interested in a housing career, and will provide access to key housing stakeholders in BC.
- The HRA will be introduced to various concepts, theories and empirical challenges that face professionals and academics working in housing research.
- HART is a rich network of housing experts from academia, the non-profit and private sectors, and government. The HRA's work will be acknowledged and presented at advisory committee and steering committee meetings. The successful applicant will have numerous opportunities to interact with experts in the sector at HART events and workshops.