**Research Assistant - Key Informant Interviews about Multiple Sclerosis**

## POSITION IDENTIFICATION

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| Position Title: | Research Assistant |
| Classification Title: | Graduate Academic Assistant (GAA) |
| VP/Faculty: | Medicine |
| Department: | School of Population and Public Health (SPPH) |
| Pay/hours: | Estimated pay rate is between CAD 20 to 30 per hour (based on experience; ~10-15 hours per week). |
| Duration: | February/March 2024 (for ~6 weeks) |
| Positions Available: | 1 |
| Reporting: | Dr. M. Ehsan Karim, Assistant Professor, SPPH, UBC |

## JOB SUMMARY

The Research Assistant will be involved in organizing and conducting "key informant interviews" with clinician and patient partners (~10 in total) to gather qualitative data on comorbidities in individuals living with Multiple Sclerosis (MS).

## ORGANIZATION STATUS

This project operates out of the School of Population and Public Health (SPPH), Faculty of Medicine, at the Vancouver Campus of the University of British Columbia (UBC). The nominated principal investigator for this project is Dr. Ehsan Karim. Dr. Ehsan Karim is an assistant professor in Health Data Science at the UBC SPPH).

## RESPONSIBILITIES

The successful candidate will be responsible for the following activities, working closely/in collaboration with the principal investigator:

- Organize interviews with clinician partners and patient partners, manage logistical aspects such as scheduling, selection of interview format, and participant preparation.
- Being familiar with the approved interview materials, including questionnaires and guides, ensuring materials.
- Facilitate interviews in a manner that ensures a comfortable, respectful, and inclusive environment for all participants. Adapt to various interview formats (e.g., in-person, phone, video call via Zoom) as needed. Address technical issues or participant concerns promptly and effectively.
- Utilize qualitative data analysis software (e.g., NVivo) for recording, transcribing (e.g., assessing the correctness of the AI-assisted transcription done by other team members, and edit as needed), and analyzing interviews. Ensure accuracy and consistency in data handling.
- Work closely with the research team to identify themes, insights, and potential gaps in the current understanding of MS comorbidities. Participate in regular discussions and meetings to review findings and progress.
- Uphold strict confidentiality protocols and ensure all research activities comply with ethical standards. Implement measures for secure data management and participant privacy.

- Maintain consistent and regular communication with the principal investigator and research team, reporting on progress, challenges, and findings. Contribute to the planning and execution of disseminating study results.

**SUPERVISION RECEIVED**
The Research Assistant will work closely with and report to the nominated principal investigator. The Research Assistant will undergo instructions either at SPPH or online.

**SUPERVISION GIVEN** None expected at this time.

**WORKING CONDITIONS**
The Research Assistant will be located in the SPPH building. A desk in a shared workspace will be provided. The Research Assistant may have the option to work remotely, subject to the supervisor's approval.

**QUALIFICATIONS**
- Bachelor's or Master's degree in a relevant field (e.g., Public Health, Epidemiology, Psychology, Nutrition).
- Experience in qualitative research methods, particularly in conducting interviews.
- Excellent organizational and communication skills.
- Proficiency in using qualitative data analysis software.
- Ability to work independently and as part of a multidisciplinary team.
- Previous experiences with key informant interviews and NVivo and MS are assets.
- Reliable and able to maintain accuracy and attention to detail.

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**Application Requirements:**
- Cover Letter,
  - detailing your interest in the position,
  - relevant courses, and
  - relevant experience (e.g., conducting interviews).
- Resume or CV.
- Unofficial transcript of your current or most recent degree.
- Contact information for two references who can speak to your work ethic.

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**Application Deadline:**
**February 15th, 2024**. However, please note that applications will be <u>reviewed on a rolling basis</u>, and the position will remain open until filled. We strongly encourage interested candidates to apply soon.

**How to Apply**:
Please submit your full application package as per the application requirements to ehsan.karim@ubc.ca.

The University of British Columbia values diversity and strongly encourages applications from individuals belonging to underrepresented groups, including but not limited to women, indigenous peoples, persons with disabilities, members of visible minorities, and individuals of diverse gender and sexual orientations, to foster an inclusive and enriching environment.