Job Description

Job Title:	Educational Research Associate
Department:	Centre for Teaching Excellence
Reports To:	Senior Instructional Developer, Faculty Programs and Research
Jobs Reporting:	None
Salary Grade:	9
Effective Date:	May 9 2018

Primary Purpose

The primary purpose of the ERA role is twofold: enhancing educational research at Waterloo, as well as implementing CTE's collaboratively-planned program evaluation for understanding the impact and quality of our own work. This role supports the efforts of the Instructional Developer, Research and Consulting, especially with regard to the annual conference and the grants program.

Key Accountabilities

Primary responsibilities:
- Support for the academic content of the annual conference program and any related programming. Includes tracking, scheduling, communicating with participants, collaborating on process frameworks, reporting and communicating results.
- Support for teaching and learning grant programs from first contact to final follow-up. Includes tracking; communicating with participants; consulting with faculty/staff about research questions and quantitative and qualitative research design, tools, and methods, and literature search strategies; conducting focus groups and surveys occasionally on behalf of departments or individual researchers; collaborating on process frameworks; reporting and communicating results.
- Implementing program evaluation plans for the Centre's own work with the guidance of the Director. Includes gathering, analyzing, and reporting on quantitative and qualitative data.

Secondary Responsibilities
- Research-based support for Centre projects that align with strategic initiatives
- Workshop planning and facilitation in areas relevant to CTE programming

Supervision
- From time to time on special projects, a Co-op student, Work Study student, or Research Assistant may work under the direction of the Educational Research Associate.

Required Qualifications

Education
- Completion of a Master's degree in a relevant discipline, with exposure to educational research

Experience
- At least two years' experience in independent and collaborative research, including research design, grant writing, data collection, quantitative and qualitative analysis, reporting/dissemination of results.
- Experience teaching at the university level is considered essential.
- Experience undertaking research and supporting others in developing associated skills.
- Demonstrated experience with project management, working both independently and collaboratively with guidance from multiple project supervisors

Knowledge/Skills/Abilities

- Proficient in quantitative research design and analytical research methods
- Capabilities in qualitative research methods and mixed methods
- Strong communication and facilitation skills
- MS Word, PowerPoint, Access (or other DB) at intermediate level
- MS Excel at advanced level
- SPSS or similar, NVivo or similar at intermediate level
- Web content writing, web content management at intermediate level

Nature and Scope

- **Contacts:** Works internally to Waterloo closely with the Director of CTE and the Instructional Developer, Consulting and Research as well as with faculty members and staff members engaged in the Scholarship of Teaching and Learning (SoTL) and program evaluation. Liaises within networks of SoTL supporters at Ontario universities and beyond.
- **Level of Responsibility:** This position is responsible for implementing collaboratively-planned internal program evaluation, as well as university-wide processes pertaining to grant program and conference organization.
- **Decision-Making Authority:** Responsible for some communications decisions with regard to institutional and educational research and events, with and without guidance.
- **Physical and Sensory Demands**: Minimal demands typical of an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions; some exposure to stressful situations at major events with numerous participants. The ERA works in the CTE office suite, with meetings across campus as well as occasional travel for professional development and networking purposes.