

IDENTIFICATION

Job Title:	Research Assistant	Division:	Yukon Research Centre YSPOR
Title of Immediate Supervisor:	Evaluation and Research Professional	Position Number:	YC1938
Supervisor's Title:	Scientific Director	Effective Date:	

Purpose of the Role

The Research Assistant supports the effective delivery of Yukon Strategy for Patient-Oriented Research (YSPOR) and People with Lived and Living Experience (PWLE) initiatives within the YukonU Research Centre. The position provides essential research, coordination, and operational capacity that enables research and evaluation activities to be carried out effectively, ethically, and in collaboration with community and research partners. Through this work, the position supports responsive, community-engaged research and the mobilization of research knowledge in ways that are accessible and relevant to Yukoners.

Key Responsibilities

Supports qualitative and quantitative research and evaluation activities, including literature reviews, environmental scans, data collection, and basic analysis.

Coordinates research project activities, including scheduling, community engagement activities, and maintaining project documentation to support effective project delivery.

Contributes to research ethics, reporting, communications, and knowledge mobilization, including the preparation of ethics applications, reports, presentations, and plain language summaries.

Supports engagement with community partners, including people with lived and living experience (PWLE), service providers, and Yukon First Nations, ensuring interactions are respectful and culturally appropriate.

Supports research literacy and community capacity building through the organization of workshops, gatherings, and knowledge-sharing activities.

Maintains organized research information and supports appropriate data management, ensuring confidential research information is handled in accordance with ethical and institutional requirements.

Supports the coordination and prioritization of assigned research activities, identifying issues related to data quality or project coordination, bringing forward recommendations, and seeking guidance on research methods, analysis, or community engagement when required.

People Leadership

The Research Assistant has no formal supervisory responsibility for other employees. The role exercises leadership within assigned research activities by organizing and prioritizing work, coordinating activities, identifying project coordination or data quality issues, and bringing forward recommendations to the supervisor. The position also works collaboratively with research and community partners and determines when guidance is required from the supervisor.

JOB ELEMENTS

Decision - Making

Makes decisions in collaboration with their supervisor related to organizing work tasks, scheduling activities, and prioritizing assigned research deliverables.

Identifies issues related to data quality or project coordination and brings forward recommendations to supervisors.

Exercises judgment in handling confidential research information in accordance with ethics protocols.

Determines when to seek guidance on research methods, analysis approaches, or community engagement activities.

Communication and contacts

Exchanges information and coordinates activities with the Evaluation and Research Professional, researchers, and other team members in support of assigned research and evaluation activities.

Communicates and engages with community partners, including people with lived and living experience (PWLE), service providers, and Yukon First Nations, in a respectful and culturally appropriate manner.

Communicates research information and findings through reports, presentations, communications, knowledge mobilization materials, and plain language summaries.

Coordinates communication related to research projects and community engagement activities, including meetings, workshops, gatherings, and knowledge-sharing activities.

Raises issues and provides recommendations to supervisors related to data quality and project coordination and seeks guidance on research methods, analysis approaches, or community engagement activities as required.

Knowledge and Experience

Education: Completed undergraduate degree in health sciences, social sciences, public health, Indigenous studies, or a related field. An equivalent combination of education and experience may be considered.

Experience: Up to two (2) years of experience supporting research, evaluation, or community projects.

Knowledge: Foundational understanding of research methods, including literature reviews and basic qualitative or quantitative approaches, as well as an understanding of ethical research practices.

Skills and abilities: Strong organizational skills and attention to detail; strong written and verbal communication skills; ability to work respectfully with diverse communities; and demonstrated cultural awareness and sensitivity, particularly in relation to Indigenous communities.

Technical knowledge: Familiarity with Microsoft Office and basic data management tools.

Assets: TCPS2 training; experience working with northern, rural, or Indigenous communities; knowledge of OCAP® principles; and experience supporting community engagement activities.

WORKING CONDITIONS

Specific Working Conditions & Requirements

Primarily desk-based, with occasional travel and fieldwork under varying conditions.

