

Research Assistant Position Available for EDID

Monday, October 2, 2023

Dr. Xuan Thuy Nguyen of the Institute of Interdisciplinary Studies is currently looking for a Research Assistant for her latest research project titled *Engendering Disability-Inclusive Development (EDID) – Vietnam Project*. The job description is posted below.

Research Assistant (RA) Position

The EDID project invites applications for 1 Research Assistant at Carleton University in Canada. Funded by the Social Sciences and Humanities Research Council of Canada (2020-27), EDID - Vietnam Project aims to examine how diverse women and girls with disabilities in Vietnam have participated in decision-making processes in relation to their social, cultural, and political lives to foster gender equality and transformative justice in their communities. Please find specific information about the EDID project at <https://carleton.ca/ddsc/engender-disability-inclusive-development-edid-vietnam-project/>

We enthusiastically invite applications for one Research Assistant (RA) position at Carleton University to assist Dr. Nguyen in the research process. The successful candidate will be a graduate student enrolled in a MA program at Carleton University or another university, or an upper-level undergraduate student with knowledge of Disability Studies, Women's and Gender Studies, and/or Decolonial Studies who intends to apply for an MA program at Carleton next year. You will work directly with the lead researcher of the Vietnam case study, Professor Xuan Thuy Nguyen, and other Research Assistants. You will be provided with necessary training to successfully conduct your research and coordinating tasks.

Responsibilities:

The RA will be responsible for assisting the research team in the research process, with major responsibilities including conducting literature reviews and data analysis; assisting with administrative work; editing and preparing articles for publications. You will report your tasks directly to Dr. Nguyen.

Specific responsibilities of the research assistant are described below:

1. Assisting in conducting literature reviews, data collection, data analysis, and data management.
2. Assisting the team in editing and preparing manuscripts for publications, where applicable.
3. Assisting with some administrative and academic tasks, such as technical support for zoom meetings and facilitating research workshops with other team members, where relevant.
4. Assisting in coordinating activities with global and local partners, when required.
5. Assisting in grant writing applications, where possible.

Qualifications:

1. Knowledge of critical disability studies, women's and gender studies, and/or post-colonial and decolonial studies.
2. Good qualitative research skills. Basic knowledge of NVivo software will be considered an asset.
3. Interest in and/or experience organizing research activities in coordination with an international team.
4. Excellent organizational, problem-solving, and academic writing skills.
5. Ability to work independently to fulfill assigned tasks on time.
6. Experience working with women and girls with disabilities in the global South is an asset.

Salary:

The total number of hours for this position is 400 hours. Your approximate number of hours per week is 9-10 hours/week, for 34 weeks (or approximately 10 months). Your RAship starts on November 1st, 2023, and ends on June 30th, 2024, with a possibility of renewal. Salary will be paid in accordance with your experience and degree. A probationary period is applied for the first two months. This job will be primarily online. However, you are expected to meet with the lead researcher and the research team on a regular basis via zoom or face-to-face. You may also be required to meet with the project's partners for networking and planning purposes. The successful candidate can arrange his/her time appropriately.

Applications will be accepted until **October 31st, 2023**. Only short-listed applicants will be invited for an interview.

Interested candidates should submit a cover letter and their résumé in English to Dr. Xuan Thuy Nguyen, Associate Professor, Institute of Interdisciplinary Studies & Feminist Institute of Social Transformation, Carleton University. Please send these documents to Dana Corfield (Project Coordinator) at DanaCorfield@cunet.carleton.ca, and state "APPLICATION – EDID_RA POSITION" in the subject line of the email.