JOB TITLE :   PADM 1 –Research Assistant

DEPARTMENT NAME :   School of Public Administration

CONTACT NAME :   Dr. Richard T. Marcy (Principal Investigator)

JOB DESCRIPTION:

The student will assist a research team that is examining leadership, leadership development, and non

dent's primary responsibilities will be to do a series of topical searches, coordinate and
in research materials, proofread draft articles, populate a specially-designed database, as well
ck information in the database for accuracy. Additional tasks could include the gathering of
al and/or interview data, the dissemination of knowledge (to include the developing of
es), as well as the running of basic statistical analyses.

culty research team will provide counsel and direction on how to conduct research, with an aim
iding the student with the tools to solve problems as well as the skills associated with the
ng and conducting of their own research projects. The supervisory and mentoring model is
on the experiential education model that actively engages students in an authentic research
ence. The student will also reflect on their experiences, thus developing new skills, new
dge, and new theories or ways of thinking.

FICATIONS :

dent must be:

able to read and understand information presented in a variety of forms;
proficient with computers, internet browsers, and common database software (such as Excel,
Access, and literature-oriented databases, such as PsycInfo and JSTOR) in order to locate,
gather, and organize information;
able to observe and record data, plan and manage time, and work both independently and with
a team;
a strong communicator (both written and oral) in order to share information and expertise with
the research team.

The student must also have access to a computer, whether it be their own or one in a campus computer lab. Preference will be given to those that have a background in leadership, research methods, web development software, and

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php