

**Job Title:** **Graduate Student Assistant to UBC Indigenous Research Cluster Principal Investigator**

**Job Summary:** The Graduate Student Executive Assistant will work as a key support staff member of the UBC Indigenous Research Cluster Principal Investigator (PI). The Graduate Student Executive Assistant will work closely with the PI to provide administrative and research support and assist in the coordination of various research and academic activities.

**Key Responsibilities**

* Provide administrative support to the PI, including scheduling meetings, managing calendars, coordinating travel arrangements, and responding to emails and other correspondence.
* Assist the PI and cluster coordinator with the preparation of research proposals, grant applications, and reports.
* Support research cluster activities under the supervision of the PI and research cluster coordinator, including support organizing and managing academic events such as workshops, conferences, and seminars.
* Support research cluster coordinator to prepare summaries, reports, and presentations based on research cluster activities.
* Assist in the management and coordination of research activities, including the coordination of research projects, data management, and project reporting.
* Conduct other related duties as assigned by the PI.

**Qualifications**

* Currently enrolled in a graduate program in a relevant field at UBC.
* Excellent communication and interpersonal skills, including the ability to communicate effectively with faculty, staff, students, and external partners.
* Strong organizational and time management skills, with the ability to manage multiple tasks and priorities.
* Some experience with research methods, data analysis, and data visualization.
* Proficient in Microsoft Office Suite and other relevant software.
* Ability to maintain confidentiality and handle sensitive information with discretion.

**Working Conditions:** This is a part-time GRA position, with a maximum of 10 hours per week for six-month w/ possible renewal. The working schedule is flexible, with a possibility of working remotely. The position is subject to UBC's policies, procedures, and collective agreements. The salary for this position will be commensurate with the candidate's qualifications and experience.

**Apply:** Interested candidates should submit their **CV and Cover Letter** to the research cluster PI (eduardo.jovel@ubc.ca) and cluster coordinator (wilson.mendes@ubc.ca). The cover letter (700 words maximum) should clearly demonstrate the candidate's qualifications for the position and their interest in supporting the Indigenous research cluster PI.

**The start date for the position is March 15th.** Please keep in mind that the application period runs from March 1st until March 15th, 2023. We encourage all interested candidates to submit their application materials as soon as possible during this timeframe.

We look forward to receiving your application and please see our [Cluster Website](https://indigenousland-basedresearch.ubc.ca/members) for further information.