

Job Description/Specification

Identification
J0464

TFEU/BCTF Joint Salary
Committee Decisions

JOB/POSITION TITLE:

Research and International Program
Assistant

FORMER TITLE/DEPARTMENT:

Research Assistant/RAT

DIVISION/ DEPARTMENT: Research and
Technology

PAY GRADE: 5

SUPERVISOR'S TITLE: Director,
Research & Technology

DATE APPROVED:
March 30, 2012

Function and purpose (a)

Under the direction of the ~~Research Analyst and Researcher~~ **Research & Technology Division Director** and in co-operation with the other **Research and International Program Assistant**, provides technical assistance on a variety of research projects; supports analysis of research findings, maintains related databases; edits, produces, and distributes research reports; and responds to inquiries about BCTF research projects.

Supports the International Solidarity Committee and projects related to the International Solidarity Program (W.R. Long Memorial International Solidarity Fund), including providing information to staff, the Executive Committee, and the membership on BCTF international work, and providing information to and working with non-governmental agencies, consortiums and other teacher federations in Canada and the developing world on co-operative projects.

Publishes and maintains Research Department content on the BCTF website.

Provides administrative and secretarial support to the Director and researchers of the Research & Technology Division.

Principal duties and responsibilities (a)

1. Assists in Federation research, under the direction of the Director and Federation researchers:
 - a. collects, tracks, and compiles data and information from sources including teacher members, the ministry, and other relevant sources, by phone surveys and correspondence, including electronic correspondence, and inputs data and information;

- b. supports design and implementation of surveys, including automated surveys (designs form, sends out surveys, tracks receipt of returns, scans and verifies returned surveys, creates summaries of data);
 - c. supports design of and maintains databases linked to current key issues;
 - d. supports analysis of research findings;
 - e. prepares reports and materials for presentation.
2. Organizes research events and projects, including all administrative and logistical arrangements **including the processing of invoices and expense vouchers.**
3. Prepares, organizes, and distributes the final versions of research reports:
 - a. ensures that research reports meet predetermined conventions, including copyediting and proofing;
 - b. **verifies, compiles and summarizes data and abstracts and synthesizes content in short reports for the bctf-research e-mail list;**
 - c. co-ordinates and carries out the production and distribution of research reports in print and electronic form (e.g., Web publishing, electronic ~~mailing~~ **e-mail** lists), working with other departments such as Graphics, Production, and ~~Computer Services~~ **Information Technology;**
 - d. maintains a distribution list for normal distribution of research reports;
 - e. identifies targeted additional distribution for each report and organizes the distribution;
 - f. responds to requests for research reports.
4. **Publishes documents and maintains the content on BCTF web pages which are the responsibility of the Research Dept.; collaborates with the BCTF web team to design new pages and to update the organization of existing pages that pertain to the Research Dept. and the International Program.**
5. Maintains an awareness of software appropriate for application in the department, makes recommendations, and acts as an information resource to other members of the department.
6. **Under the direction of the Research & Technology Director, and in co-operation with the other Research and International Program Assistant,** forecasts, prioritizes, and co-ordinates department workload, and co-ordinates communication with department members.
7. Responds to telephone and e-mail inquiries and information requests about BCTF research, and refers inquiries as appropriate.
8. **Provides administrative and secretarial assistance to the director and researchers by preparing a wide variety of correspondence, memoranda, presentations, meeting agendas, minutes, processing leave of absence forms, reports from verbal outline or written drafts; prepares cheque requisitions and job order sheets; answers routine requests and inquiries; screens telephone and in-person calls and enquiries, takes and conveys messages; arranges**

appointments; makes travel arrangements.

- 9. Provides staff support to the International Solidarity Committee, including logistics of meetings, preparation of minutes, publications, reports, and composing correspondence.**
- 10. Supports the director in developing the proposed International Program budget, reviewing, verifying and monitoring expenditures from the W.R. Long Fund (W150), and transferring grants to proper authorities in various developing countries and to non-governmental organization partners.**
- 11. Performs logistical work for BCTF international projects, training programs, conferences, and teacher tours, including working with consortiums and non-governmental organizations to facilitate co-operative projects in Canada and developing countries, arranging for translation of documents and in-person interpretation as required, and arranging for transfer of funds by secure methods when direct bank transfer is not possible.**
- 12. Provides information on BCTF international work in response to inquiries.**
- 13. Performs other related duties as assigned.**

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Four years of related experience working with research data **required**. Knowledge of the BC public school system and BC educational issues. ~~Two years experience of microcomputers and their application~~ **Experience with computerized applications** to support research and statistics. Demonstrated knowledge of, and an ability to use, database programs, survey design and scanning software, graphics and spreadsheet packages and word processing programs **required**. ~~Extensive related experience requiring communication, organizational and secretarial skills.~~ **Communication skills, especially writing and editing skills required. Ability to synthesize information and pay attention to detail required. Organizational and secretarial skills required. Knowledge of website content management systems an asset.**

Education and training (c)

A university degree **required**, preferably in the social sciences.

Licences and certificates (c)

None.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office work such as communication skills, equipment operating dexterity, and scheduling pressures.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff are required to transmit or exchange information and data and to explain or clarify research information produced by the department.

External contacts include teacher members, schools, national and international teacher organizations, and government and private information agencies. The purpose of the contact is to respond to inquiries, to receive inq and screen inq requests for information and data, to explain inq or clarify inq published statistics, and to obtain inq or exchange inq information and data. with government and private information agencies, schools, and teacher associations.

External contacts also include **hotels, travel agents, airlines and caterers. The purpose of the contact is to co-ordinate travel and meeting arrangements.**

Machines, equipment and work aids used

~~Microcomputer and printer~~ **Personal computer (Microsoft Office suite) and laser printer**, database and survey software, word processing, spreadsheets, graphics and communications software and manuals, electronic calculator, photocopier, fax equipment, web authoring tools, ~~survey software~~ **program statements, reference books, BCTF policies and procedures.**

Positions supervised (e)

None

~~Casual employees for clerical work related to research requiring large amounts of data input or related tables when such projects are initiated.~~

Physical and/or mental effort (f)

A high degree of concentration is required when calculating statistical data **and preparing reports** that must be accurate. Large volumes of work are processed, often with the additional pressure of critical deadlines **and shifting priorities.**

~~Eye strain as much of the time is spent sitting before a~~ **personal** ~~computer.~~

Working conditions (g)

~~Exposure to microcomputer glare when operating computer.~~

~~No excessively disagreeable or undesirable elements are present. Working conditions common to the operation of a computer could apply; possible eyestrain from prolonged concentrated work at a computer accompanied occasionally by glare.~~

Working conditions commons to the operation of a computer could apply; possible eyestrain from prolonged concentrated work at a computer accompanied occasionally by glare. This position is frequently subject to stress due to the pressures of deadlines and the high degree of accuracy required.

Date

Incumbent

Supervisor

Revised March 30, 2012
D0464