

WL Winter2016 ICORD Resource Centre Assistant

Work Learn Project number 260521

ICORD is an interdisciplinary spinal cord injury research centre in the Faculty of Medicine. We are seeking two Work Learn Students to staff our Community Resource Centre 8 to 10 hours per week (2 hours per day, 4 to 5 days per week). Duties are moderately complex and require excellent interpersonal skills. The students will be expected to work independently, under the supervision of the Resource Centre Coordinator and the general supervision of the Communications and Administrative Manager.

The Resource Centre Assistants will gain a broad understanding of the running of a community / public resource centre including learning how to work with volunteers, plan events and provide information in accessible formats. The students will interact on a daily basis with people with disabilities (such as spinal cord injury) and will gain a deeper understanding of the issues facing people with disabilities. The students will also get an introduction to knowledge translation.

Duties will include:

- Welcoming visitors to the building, providing information about ICORD research and offering directional assistance at the Resource Centre in the Atrium of the Blusson Spinal Cord Centre. Some Resource Centre shifts will be worked alongside a volunteer and some will be worked independently, depending on the volunteer schedule.
- Providing support to the Resource Centre Coordinator by updating and maintaining volunteer contact lists, helping to schedule events, tracking volunteer assignments in a shared spreadsheet.
- Writing and editing plain language summaries of recently-published scholarly articles on spinal cord injury to be posted on the ICORD community blog.
- Providing orientation for new volunteers.
- Ensuring the information on currently recruiting research studies is up-to-date on the ICORD web site, and preparing quarter-page study ads for distribution at the Resource Centre.
- Representing the Resource Centre and engaging guests at ICORD's annual Spinal Chord fundraising gala.
- Assisting the Resource Centre Coordinator with the organization of research-related events including assisting with registration, publicizing events online, and providing logistical support both before and during events.

Qualifications

Previous skills / knowledge:

- Strong written communication and attention to detail required.
- Intermediate computer knowledge (Microsoft Word, Microsoft Excel, Wordpress, scheduling programs and email)
- Ability to communicate with people from a variety of backgrounds in a mature, respectful and proactive demeanor (in person, by phone, or via email)
- Ability to work independently.
- Ability to multi-task, prioritize, and manage time effectively.

Education level:

- Undergraduate and graduate students are encouraged to apply.
- Knowledge of scientific terms and/or some science coursework preferred.

This position is best suited for a student who

- Is reliable and punctual.
- Enjoys working both independently and as a member of a team.
- Has strong interpersonal and organizational skills.
- Is interested in knowledge translation, community outreach, scientific research, health/science journalism.
- Is comfortable presenting information in a variety of formats to a range of audiences.
- Is available to work two-hour shifts between 10am and 4pm four or five days per week at the Blusson Spinal Cord Centre (off campus at 10th Avenue and Willow Street)

Personal and professional development

- This position will help the students build their time-management and project-management skills, enhance their interpersonal communication and collaboration skills, and hone their attention to detail.
- The students will have many opportunities to develop skills in analysis of academic information, and conveyance of information in an accessible and engaging manner.
- The students will develop a portfolio of written work which may be valuable in applying for graduate positions or future employment.
- Students successfully completing one or more terms as the Resource Centre Assistant will be invited to apply for the role of Resource Centre Coordinator in later terms.

Opportunities to expand network

- ICORD's rich interdisciplinary and collaborative environment is a perfect place for students to develop and enhance their professional networks. In addition to day-to-day interactions with researchers and clinicians (some of whom are world-renowned experts in their fields), ICORD also offers the chance to hear from local, national and international visiting scientists and clinicians at monthly seminars, semi-annual research symposia, and workshops. Meeting and interacting with these scholars is an incredible way for students to expand their networks.
- The students will regularly interact with ICORD's partners at other UBC and Vancouver Coastal Health departments, as well as staff at non-profit agencies in Vancouver
- ICORD has a trainee committee which welcomes new members (including WL students). The Trainee Committee organizes research-related events such as talks and seminars, as well as social events, both of which provide a wonderful opportunity for students to meet and talk with colleagues from related and unrelated disciplines to their work.

Wage: \$16.41/hour for 8 to 10 hours per week (max 300 hours over the Winter term)

Start date: September 6, 2017 | **End date:** April 30, 2017

How to apply:

Send your resume, cover letter, unofficial transcript, and schedule of availability for Terms 1 and 2 by email to niamath@icord.org. Deadline to apply: August 15.