Position: Qualitative Data Analysis Software (QDAS) Facilitator, Research Commons, Simon Fraser University Library

Description: The QDAS Facilitator is a paid position to develop and provide support for QDAS software for researchers in a wide range of disciplines. The QDAS Facilitator provides consultations in person, by phone and by email to QDAS users (primarily grad students), and develops and facilitates QDAS programming (workshops, user groups). Other duties include developing documentation, guides, and relevant webpages to support QDAS services. Currently, the supported QDAS software is NVivo 12. The QDAS Facilitator works under the supervision of the Research Commons Librarian, in coordination with the Head, Research Commons. This position will require that the successful candidate provide support at each of the three SFU locations.

We acknowledge the Sḵwx̱wú7mesh Úxwumixw (Squamish), x̱w̱m̱θə̓kw̱əy̓əm (Musqueam), səl̓ílwətaʔɬ (Tsleil-Waututh), q̓ic̓əy̓ (Katzie), and kʷikʷəƛ̓əm (Kwikwetlem) peoples, on whose traditional territories Simon Fraser University's three campuses stand. By recognizing the Unceded Traditional Coast Salish territories, we aspire to create space for reconciliation through dialogue and decolonizing practices.

Minimum Qualifications:
- Currently enrolled in an SFU graduate program
- Significant experience and/or training with Qualitative Data Analysis Software
- Significant experience and/or training in qualitative methods
- Demonstrated familiarity with NVivo software (version 12)
- Demonstrated ability to train others or facilitate learning
- Demonstrated ability to work with a diverse group of learners, individually or in small groups
- Excellent interpersonal and communication skills
- Ability to work in both Mac and PC environments

The QDAS Facilitator is expected to
- Communicate professionally with researchers
- Develop documentation and website materials to facilitate QDAS use by SFU students, staff, and faculty from a variety of disciplines
- Provide effective facilitation of one-on-one and small group consultations
- Develop and facilitate QDAS workshops for graduate students
- Communicate effectively and in a collegial manner with Research Commons staff
- Provide appropriate documentation of workshops, consultations, and other communications
- Be reliable and punctual

The QDAS Facilitator does not
- Provide course or assignment specific instruction to students
☐ Complete student assignments/projects or portions of assignments/projects
☐ Consult on research design, choosing methods for analysis, or on interpreting results of analysis
☐ Provide assessments or evaluations of students’ work
☐ Allow any political, social, educational, philosophical, or other biases or preferences to have a part in their consultation relationships with researchers

**Salary:** $25.00 per hour plus 4% in lieu of vacation  
**Hours:** Flexible: up to 14 hours bi-weekly – hours will vary with workshop offerings and consultation requests  
**Term:** Summer (May - August) 2019, with possibility of extension

### Application Process:
Applications must include:
- cover letter and resume/curriculum vitae
- names of 2 academic references

Those applicants selected for an interview will be asked to demonstrate their familiarity with NVivo.

The SFU Library commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. The [Library’s Statement on Equity, Diversity and Inclusion](#) provides more information.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and LGBTQ2SIA+ identified persons.

### Deadline:
This posting will remain open until the position is filled, but **review of applications will begin on April 8, 2019**. To be given assured consideration, applications should be submitted via email in one consolidated PDF document to **car11@sfu.ca**.

Please submit applications to:

Chloe Riley  
Research Commons Librarian  
*Email: car11@sfu.ca*