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

**Salary:** $30.00 per hour

**Hours:** Flexible: between 6 to 14 hours bi-weekly—hours will vary with workshop offerings and consultation requests

**Location:** Flexible: in-person work at all of SFU’s three campuses is required. Some remote work will be possible.

**Term:** Fall (ASAP or September to December 2024, with possibility of extension)

**Description:** This is a paid position to develop and provide support for qualitative data analysis software (QDAS) use by SFU researchers in a wide range of disciplines. NVivo is the software that SFU Library’s Research Commons currently supports for qualitative data analysis. The QDAS Graduate Peer provides consultations in-person, online, by phone, and via email to SFU NVivo users (primarily graduate students), and develops and facilitates NVivo programming (training workshops, user groups). Other duties include developing documentation, guides, and relevant webpages to support NVivo services. The QDAS Graduate Peer works under the supervision of the Research Commons Librarian, in coordination with the Head, Research Commons.

This is an exciting opportunity to gain practical and highly transferable experience with software instruction and group facilitation in an interdisciplinary academic context. QDAS Grad Peers have the opportunity to develop valuable skills that are relevant to many workplaces. QDAS Graduate Peers receive ongoing NVivo training while teaching others about qualitative data analysis software.

Simon Fraser University Library is grateful to be located on the lands of the Musqueam, Squamish, Tsleil-Waututh, Katzie, Kwikwetlem, Qayqayt, Kwantlen, Semiahmoo, Tsawwassen Nations. Acknowledging the benefits of occupying this land, the Library commits to becoming a more welcoming space for Indigenous Peoples by centering Indigenous voices in our collections, services, and programs.

**Minimum qualifications:**
- Currently enrolled in an SFU graduate program
- Significant experience and/or training in qualitative methods
- Demonstrated ability to train others, facilitate learning, and create instructional materials
- Demonstrated ability to work with a diverse group of learners, individually and in small groups
- Experience and/or training with Qualitative Data Analysis Software
- Familiarity with NVivo software
- Excellent interpersonal and communication skills
- Ability to work in both Mac and PC environments

**The Graduate Peer is expected to:**
- Communicate professionally with researchers
• Develop and facilitate NVivo training workshops
• Develop documentation and website materials to facilitate NVivo use by SFU students, staff, and faculty from a variety of disciplines
• Provide effective facilitation of one-on-one and small group consultations
• Undertake NVivo projects under the direction of the Research Commons Librarian
• Communicate effectively and in a collegial manner with Research Commons staff
• Provide administrative documentation of workshops, consultations, and other communications in a timely manner
• Work exceptionally well independently and as a member of team
• Be reliable and punctual

The Graduate Peer 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

All qualified candidates are encouraged to apply. 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 persons who identify as LGBTQ2SIA+.

Questions:
If you have any questions about this position that you would like to discuss as you consider applying, or if you have accessibility requirements, please contact Julie Jones, Research Commons Librarian, at jsj7@sfu.ca or 778.782.5145. All communication will be kept confidential.

Deadline:
This posting will remain open until the position is filled. Review of applications will begin Tuesday, July 9, 2024.

Application Process:
Applications should be submitted via email in one consolidated PDF document and must include the following:
1. A cover letter that outlines how you meet the qualifications for the position
2. Resume/curriculum vitae

Please submit applications to:

Julie Jones
Research Commons Librarian
Research Commons
W.A.C. Bennett Library
Simon Fraser University
jsj7@sfu.ca