

Job Title: Research Assistant

Project Leads: Dr. Gerald Voorhees & Dr. Daniel Harley

Location: Games Institute, University of Waterloo

Contact: Dr. Daniel Harley <dharley@uwaterloo.ca>

Brief description: We are seeking a Research Assistant to collaborate on the organization, promotion, knowledge mobilization, and knowledge translation for an ongoing SSHRC funded Speaker's and Workshop Series at the Games Institute focused on anti-racism, decolonization, equity, diversity, and inclusion.

Salary: University of Waterloo hourly rates for RAs at Undergraduate level.

Primary Purpose:

Led by the Anti-Racism, Decolonization, Equity, Diversity, and Inclusion (ADE) Committee of the Games Institute at the University of Waterloo, we are organizing a SSHRC-funded speakers and workshop series that foregrounds the knowledge, experiences, and perspectives of individuals from equity-deserving groups to deliberately engage with the systemic barriers and exclusions that continue to exist within games scholarship and games communities.

The successful applicant will be responsible for variety of organizational and knowledge mobilization tasks, collaborating with researchers to help curate and mobilize a body of knowledge that provides members of our communities—both locally and nationally—with the fundamental understanding, critical questions, and practical skills to address current challenges identified across the games industry.

Duties: Duties may include but are not limited to the following:

- Organize and maintain documentation of each event, both for ongoing promotional work and for knowledge mobilization
- Coordinate, with PI, the knowledge mobilization and knowledge translation for each event (e.g., writing summaries, key takeaways, action items, etc. for diverse stakeholders and audiences).
- Collaborate with Games Institute staff to support ongoing organizational and logistical tasks for the speakers and workshop series.
- Participate in generating and delivering promotional material (e.g., for community announcements, for social media, etc.)

Experience:

- Undergraduate students in year 3 or 4 are welcome to apply

- Minimum one year demonstrated experience in an academic research environment is preferred
- Prior experience disseminating academic work in journals or at conferences is an asset but not required

Knowledge/Skills/Abilities:

- Excellent communication skills, oral and written.
- Proficiency with digital video editing software (e.g. Adobe Premier or Final Cut)
- Proven ability to collaborate and work in groups.
- Proven aptitude for attention to detail.
- Intermediate computer skills and knowledge of software applications used in an office/lab setting, including Word and Excel.

Time commitment: Approximately 8 to 10 hours/week, one semester minimum (Fall 2023)

How to Apply: The University of Waterloo regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. As such, we encourage applications from women, persons with disabilities, Indigenous peoples, racialized people, and others who may contribute to the further diversification of ideas.

If you are interested in this position, please address a cover letter to Dr. Daniel Harley (dharley@uwaterloo.ca) no later than August 22, 2023 and attach the following materials.

1. Resume/CV
2. Unofficial transcript
3. Academic writing sample