

Administrative Assistant

Joint position with the Institute for Intersectionality Studies (IIS) and the International Institute for Qualitative Methodology (iiQM)

The IIS and iiQM seek an Administrative Assistant to provide support for our two institutes, which share an office space in the Humanities Building. The Assistant will have office space with a computer, and will split their time between the IIS and iiQM.

This casual, temporary, part-time NASA support staff position ([Grade 6](#), starting at \$24.18/hour) is for up to 8 hours/week (with some flexibility) until March 31, 2024. Duties and responsibilities include:

Communications:

- Organize and update email lists
- Monitor regular institute email queries and other communications
- Assist with announcements and advertising events via social media (e.g. Facebook and Twitter), and with institute email programs (Campaign Monitor)
- Assist with website updates
- Assist in preparing and sending out newsletters

Meetings and Occasional Events:

- Schedule and coordinate meetings, events, and activities, including scheduling rooms, organizing equipment, ordering catering and assembling materials
- Take meeting notes and minutes

Office Management:

- Maintain files and filing system (google drive)
- Troubleshoot printing, phone, and computing issues
- Manage office supplies
- Support institute grant writing projects (paperwork, arranging meetings, etc.)

About the Institute for Intersectionality Studies: We are an interdisciplinary hub devoted to advancing and mobilizing intersectional approaches to research, teaching, policy, and practice. We aim to foster and enact intersectional understanding of and responses to social, health, economic, cultural, and political inequities. We strive to do

so across diverse academic and non-academic communities, including researchers, students, businesses/industry, policymakers, and social organizations; in conversation with multiple feminist perspectives; and in ongoing relationships with Indigenous and decolonizing initiatives.

About the International Institute for Qualitative Methodology: The iiQM is an interdisciplinary institute founded in 1998, with the primary goal of facilitating and pushing the boundaries of qualitative research methods across a wide variety of academic disciplines, including through intersectional and community relational approaches.

Supervisors: Dr. Sara Dorow, Professor, Director of the International Institute for Qualitative Methodology and Dr. Siobhan Byrne, Associate Professor, Director of the Institute for Intersectionality Studies

About you: The ideal candidate will have excellent communication skills, collaboration skills, a proven ability to work independently and in a team, demonstrate proficiency in Microsoft software (e.g., Word, Excel) and the Google environment, possess good time management and be willing to learn new skills.

Interested candidates are invited to submit the following to Dr. Byrne (scbyrne@ualberta.ca) and Dr. Dorow (sdorow@ualberta.ca) by 4 pm on November 8, 2023:

- cover letter
- resume

Please use the subject line “Administrative Assistant Application - Institutes.”