

**CANADIAN BAPTISTS OF ATLANTIC CANADA**  
**Ministry Opening**

**CHURCH**

**Acadia Divinity College**

Wolfville, Nova Scotia

[www.acadiadiv.ca](http://www.acadiadiv.ca)

**MINISTRY POSITION**

Research Assistant

**AVG SUNDAY ATTENDANCE**

**FULL TIME / PART TIME**

Part Time

**POSITION DESCRIPTION**

See attached description

**POSITION CLOSING:**

Flexible: open for applications until the position is filled

**SEND RESUME / CV TO:**

[joel.murphy@acadiu.ca](mailto:joel.murphy@acadiu.ca)



## **Job Title: Research Assistant**

**Supervisor:** Reports to the Associate Dean responsible for Curriculum through the Director of Education for Ministry Innovation and Facilitator of Trend Research and Analysis

**Job Summary:** Working closely with ADC faculty and staff, this role will be responsible for supporting the data gathering, analysis, and interpreting process occurring within the ***Expanding the Call: Continuing Education for Ministry Contexts research project***. In addition, the Research Assistant will also support the work of the Futuring Lab through various research projects.

### **Duties and Responsibilities:**

1. *Project Implementation (Expanding the Call):*
  - Support the distribution of surveys using the online survey software Lime Survey;
  - Support and help logistically plan various focus groups across Atlantic Canada;
  - Monitor survey response rates and implement strategies to increase participation as needed;
  - Ensure accuracy and reliability of survey data through rigorous quality checks and validation procedures;
  - Work with ADC faculty and staff to communicate with survey participants and stakeholders to provide support and answer inquiries;
  - Ensure survey timelines are met and maintain data integrity during the data collection phase;
  - Communicate research progress and findings effectively within the research team;
  - Maintain detailed documentation of the research process and sources used.
2. *Data Collection and Analysis (Expanding the Call):*
  - Work with ADC faculty and staff to collect, organize, and clean survey and focus group data to prepare it for analysis;
  - Utilize software to conduct thematic and statistical analysis to interpret survey responses;
  - Identify trends, patterns, and correlations in survey and focus group data to extract meaningful insights.
3. *Knowledge Preparation (Expanding the Call):*
  - Collaborate with Facilitator of Trend Research and Analysis to communicate research findings to ADC Staff and Faculty;
  - Write and edit research reports, articles, blog posts, and other knowledge products for both academic and general audiences;
  - Participate in relevant meetings and events to promote knowledge mobilization and build partnerships with stakeholders;

- Assist with resource curation.
4. *Compliance and Ethics:*
    - Adhere to ethical standards and data protection regulations when handling sensitive survey data;
    - Maintain confidentiality and privacy of research participants and other information.
  5. *Research Activities (Futuring Lab):*
    - Search and review relevant academic papers, research studies, articles, and publications in the field(s) of interest;
    - Summarize and critically analyze the findings from the literature to extract relevant insights;
    - Identify gaps in existing literature and suggest potential areas for further research;
    - Identify industry best practices and standards by comparing the organization's processes, products, or services with competitors and other leading entities;
    - Organize and update databases or libraries of research materials for easy access and retrieval;
    - Ensure proper citation and referencing of sources used in literature reviews and benchmarking.
  6. *Additional activities as required*

All activities within the Futuring Lab adopt an anti-racist and anti-oppressive perspective. The successful candidate is expected to behave in a manner that reflects these values.

The successful candidate will represent a creative and enthusiastic individual with strong interpersonal skills, be detail-oriented with strong organizational skills, strong analytical skills, demonstrate the ability to work independently and as part of a team, and a strong ability to complete projects and tasks.

**Location:** Either onsite or remote.

**Qualifications:**

- Diploma, Bachelor, or a Master-level degree in a relevant field (e.g., social sciences, education, theology).
- Strong research and data analysis skills.
- Strong communication skills, including the ability to write for different audiences and develop engaging content
- Proficiency with Microsoft Office
- Strong organizational and project management skills.
- Ability to work independently and as part of a team
- Ability to manage multiple tasks simultaneously
- Bilingualism (English/French) is an asset
- Familiarity with the constituency of Acadia Divinity College is an asset

**Term:** This position for the months of October-April would be a part-time position (average of 7 hours per week) and would then transition to full-time (40 hours per week) for the months of May-August. This contract position would conclude in August 2024.

**Remuneration:** The hourly range is between \$18 per hour and \$20 per hour based on experience and qualifications.

Applicants must be able to enthusiastically endorse and personally support the mission of the College. ADC makes every effort to hire exceptional individuals. Canadians and permanent residents will be given priority.

**Review of Applications will begin October 29, 2023, and continue until the position is filled.**

**Starting Date:** As Soon As Possible

Qualified candidates wishing to be considered for this position should send electronically in PDF format:

- A letter of application succinctly addressing the required qualifications and attributes;
- Curriculum vitae; and
- Names of at least three referees and their contact information.

to:

Joel Murphy (Facilitator of Trend Research and Analysis)

[joel.murphy@acadiau.ca](mailto:joel.murphy@acadiau.ca)

For further information about Acadia Divinity College, visit [www.acadiadiv.ca](http://www.acadiadiv.ca)

We thank all applicants in advance and advise that only those invited for an interview will be contacted. The College reserves the right not to fill this position.

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**Acadia Divinity College** (ADC) is a warmly evangelical seminary located on the campus of Acadia University in Wolfville, Nova Scotia, Canada. We welcome women and men from all church backgrounds to study in a faithfully innovative Christian community. As both the seminary of the Canadian Baptists of Atlantic Canada and the Faculty of Theology at Acadia University, ADC offers degree programs at the bachelor, master, and doctoral level, as well as continuing education programs for pastoral leaders and congregational lay ministers.

ADC is an accredited seminary of the Association of Theological Schools in the United States and Canada. The College is certified by the Canadian Council of Christian Charities.