

JOB OPPORTUNITY - CASUAL

Position Title:	RESEARCH ETHICS OFFICER
Start date:	October 15, 2024 (week of)
End date:	December 31, 2024 (possibility of extension)
Location:	Dalhousie University (hybrid)
Remuneration:	\$30 per hour
Workload:	50 hours in total (approximate)

Research Ethics Officer – Position Description

The Research Ethics Officer works across the Faculty to support all of the course-based research ethics requirements for the Faculty of Management. The Research Ethics Officer has responsibilities in two main areas: (i) course based ethics review and record keeping; (ii) instruction in areas relevant to social research involving humans. The time commitment for this position is variable, and the busiest periods are October/ November. The REO can expect to spend 15 to 20 hours per week on this role during the busy periods and must be flexible.

Responsibilities: Review of Student Submissions (course-based)

The REO will provide review of all course-based student research projects involving humans. The initial step is triage, where the REO will either (i) keep the submission for the Faculty level review; or (ii) pass the submission on to Dalhousie Research Ethics Board review, in accordance with agreed upon principles. The REO will review Faculty level submissions, provide feedback to students and work with students/ student groups until their research plan can be approved as meeting the ethical standards for research involving humans.

Responsibilities: Liaison function

The REO will liaise between the Faculty of Management and Dalhousie's Research Ethics Board to ensure consistency and transparency of process. The REO will periodically review forms used by the Faculty and propose updates as necessary. The REO will prepare an annual report by May 31, 2024. The REO will report to the Associate Dean Research.

Responsibilities: Instruction

The REO will offer workshops in the Faculty's research courses upon the request of the course professor. The REO will present on the general research ethics processes in Canada and at Dalhousie, and the specific requirements for the Faculty's course based research ethics process.

Qualifications

The following are necessary: Enrolled in a graduate research-based degree in the social sciences, with preference for a doctoral program. Demonstrated prior experience with the process of ethical approval for research involving humans will be an asset. The REO must be familiar with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018), must champion the embedded principles (<https://ethics.gc.ca/eng/home.html>) and must complete the CORE tutorial to obtain the certificate.

How to apply

Applications should contain a cover letter, a CV and the CORE certificate. Address the letter to Dr. W. Dominika Wranik, Associate Dean Research for the Faculty of Management. Please submit your application documents to Shauna Marshall (Shauna.Marshall@dal.ca) **no later than 10:00 a.m. October 9, 2024.**