

Research Assistant Position

Posting date: March 25, 2025

Closing date: April 4, 2025

The Faculty of Law, Queen's University, requests applications from suitably qualified JD students interested in a Research Assistant ("RA") position working with the Associate Dean (Research), Professor Cherie Metcalf.

Description:

Reporting to the Faculty Research Coordinator, under the supervision of the Associate Dean (Research), the student will work on various projects to assist in building the Faculty's research-related profile and communications.

If you have any questions about the work involved, please contact Faculty Research Coordinator Tracy Weaver at tracy.weaver@queensu.ca.

Qualifications:

- Professional communication skills
- Facility with digital communications
- Excellent writing and editing skills
- Interest in the Faculty's research profile
- Good time-management and organizational skills
- Strong attention to detail

This work can be done remotely. The successful student must have access to high-speed internet and a computer that meets minimum requirements. All work can be completed during the regular 9-5 work week, but candidates may work outside of that time frame if they prefer.

Length of contract: 14 weeks

Proposed start date: May 5, 2025

Hours per week: 35



Hourly Rate: \$20/hour (+4% in lieu of vacation)

Application Procedure

Queen's is strongly committed to employment equity, diversity, and inclusion in the workplace and encourages applications from Black, racialized/visible minority and Indigenous people, women, persons with disabilities, and 2SLGBTQ+ persons. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority.

Interested applicants should submit the following materials:

- (1) a short statement indicating your interests and experience related to the job qualifications
- (2) a resume
- (3) an informal transcript from Queen's Law. Applicants can include undergraduate transcripts if relevant to the position, but this is not required. Transcripts can be unofficial (e.g., SOLUS pdf, etc.)
- (4) any other material the applicant deems relevant (e.g., if you wish, you can include the name of a reference).

The Faculty Research Coordinator will follow up with applicants directly and Associate Dean Metcalf may also contact applicants to discuss the position.

Please address applications to:

Meadow Morrison, Human Resources Administrator

Email: lawpositions@queensu.ca

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the application process, please contact Meadow Morrison.

For additional details and information on the position, please contact:

Meadow Morrison, Human Resources Administrator

Faculty of Law

128 Union Street

Kingston ON K7L 3N6

lawpositions@queensu.ca