

Nipissing University
JOB DESCRIPTION

JOB TITLE:	Research Intern (NOHFC Intern)
DEPARTMENT:	Physical and Health Education
EMPLOYMENT DEFINITION:	Full-Time Contract (One Year)
SUPERVISOR:	Dr. Barbi Law
DATE POSITION CREATED:	June 2019

SUMMARY OF FUNCTIONS:

Reporting to faculty in the Psychology of Physical Activity and Health Promotion (PPAHP) Lab, the Intern will assist in the coordination and operation of research activities conducted by Dr. Barbi Law, Dr. Brenda Bruner, and Dr. Kristina Karvinen.

The intern will provide research support for the various studies conducted within the PPAHP Lab. A key responsibility of the intern will be to support the data collection phases of the *Opportunities for Moving More and Sitting Less* project (funded by CIHR), the *What is a Picture Worth?* project (funded by SSHRC), and other funded projects. All projects are focused on understanding children's experiences within physical activity contexts (i.e., sport and school) and employ both qualitative and quantitative methods. Tasks associated with these projects include recruitment of research participants, liaising with community partners (e.g., local schools, sports teams and coaches, public health), arranging data collection times and sites, and coordinating and supervising research assistants. In addition, the intern will play a key role in the management, analysis and interpretation of both quantitative and qualitative data. The intern will receive extensive training in conducting focus group interviews, constructing video prompts, recording observational data, collecting and downloading data using accelerometers, and developing project evaluations (e.g., using the RE-AIM framework). The intern will also receive training on the use of data analysis software such as NVivo and SPSS. Other key responsibilities of the intern will be to perform literature searches, assist in the preparation of ethics proposals, assist with knowledge translation activities (e.g., presentations, executive summaries, infographics), and manage the PPAHP Lab website. The intern will assist with the preparation of grant funding applications and thus will have the opportunity to liaise with local, national and international researchers who collaborate with faculty in the PPAHP Lab. The PPAHP Intern will also have the opportunity to co-author manuscripts submitted to academic journals and present research findings at academic conferences.

DUTIES & RESPONSIBILITIES:

- I) **Data collection** (30%)
- Recruiting participants, including communication with schools/sport organizations, coaches, parents, and children
 - Preparing research materials (consent forms, self-report questionnaires, video prompts, interview guides and behavioural tasks), for ongoing studies
 - Testing research participants
 - Preparing ethics submissions
 - Ensuring proper data entry and storage
 - Documenting data collection processes (field notes)
- II) **Observation and Analysis** (25%)
- Assisting in the development of coding protocols for laboratory observation equipment. Coding and performing descriptive analyses on observation data.

- Assisting with analysis of qualitative and quantitative research data.

III) Training of Students and Researchers

(15%)

- Providing technical assistance to student research projects
- Training students on how to set up databases and how to collect observational, self-report, and behavioural data
- Assisting with supervision and evaluation of lab volunteers and placement students
- Participating in regular laboratory meetings

IV) Communication of Scientific Research

(25%)

- Attending scientific conferences and/or technical workshops
- Preparing of standard protocol documents for the laboratory
- Contributing to the preparation of scientific articles, conference presentations, technical notes, and annual reports
- Contributing to the preparation of knowledge translation materials (e.g., infographics, executive summaries)
- Contributing to the Psychology of Physical Activity and Health Promotion Laboratory and the Sport Psychology for Coaches webpages
- Manage the daily operations of the Psychology of Physical Activity and Health Promotion Laboratory website and resource repository

V) Grant Preparation

(5%)

- Assisting in the preparation of research grant submissions to various funding agencies (e.g. SSHRC, CIHR, Heart and Stroke Foundation, Canadian Cancer Society) including literature searches, updating PPAHP faculty Common CVs and grant application budgets.

Any other duties as assigned by supervisor

QUALIFICATIONS:

Education: Undergraduate degree in Physical and Health Education, Kinesiology, Human Kinetics, or related field. She/he must have successfully completed a basic introductory course in research methods and statistics and have a strong interest in exercise/health/sport psychology and/or health promotion.

Training & experience:

- Experience with software programs such as SPSS, NVivo, MatLab, Qualtrics, and Venngage would be an asset.
- Experience working with children and adolescents, particularly within a physical activity and/or school setting, would be an asset.
- Candidates must be graduates (within the last 3 years) of a post-secondary degree or diploma programs from an accredited college or university preferably.
- To be eligible for the NOHFC Internship, candidates must not have worked in the field of study before.
- Candidates are only eligible to participate in a NOHFC internship program one time.
- Candidates must be legally entitled to work in Canada.

Training and/or experience may be substituted for formal academic training at the discretion of the University

Knowledge/Skills required:

- Knowledge of the scientific method and standard laboratory protocols would be assets.
- High degree of diligence and accuracy in all tasks.
- Strong oral and written communication skills.
- Related experience with Excel and SPSS.

POSITION RELATIONSHIPS:

Supervised by: Dr. Barbi Law, Associate Professor, School of Physical and Health Education

INTERPERSONAL RELATIONSHIPS/PERSONAL CONTACTS:

Internal: Faculty, staff, students, teachers, school administrators, parents, community health promoters, coaches

MATERIALS UTILIZED:

- Computers, Software: MS Office Suite, SPSS, NVivo, Matlab, Venngage
- Noldus observational equipment

PHYSICAL DEMANDS/WORKING CONDITIONS

- Intense mental concentration
- Intense work at computer stations
- Fast-paced and dynamic research environment (i.e., required to prioritize tasks, adapt to changing priorities)
- Variable hours including some evenings and weekends based on data collection schedules
- Typically, work will be conducted in the Psychology of Physical Activity and Health Promotion Lab in the Centre for Physical and Health Education and in the field (e.g. schools, recreation complexes).

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please Print)

Date

Employee Signature

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Approvals

Supervisor

Date

Senior Manager, Human Resources

Date

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