

Posting Research Assistant Jobs on MacEwanLife

Guide for MacEwan Faculty

Faculty who are posting a Research Assistant position on MacEwanLife will first need to log in through the **Employers** section. The first time they attempt to log in they will be prompted to **create an employer account**. Faculty should follow the account creation instructions provided on the site. Once the account request has been submitted it will be reviewed and processed by MacEwanLife. Faculty will receive an email confirming that the account has been created after which they can log in and proceed with posting the RA position.

This guide is intended to help faculty create clear, complete, and student-friendly Research Assistant (RA) postings in MacEwanLife. A strong posting helps students understand the opportunity, determine whether they are eligible, and submit relevant application materials.

The guide follows the main fields that appear in the MacEwanLife job posting form and provides suggested wording for RA positions.

A clear RA posting should help students understand the research opportunity, assess their fit, and submit strong applications. Include enough detail to be transparent but avoid unnecessary restrictions or overly technical language.

1. Position Type

Select: **On Campus (MacEwan Use Only)**.

Since these postings are for MacEwan faculty recruiting MacEwan students, select **On Campus (MacEwan Use Only)**. Only one Position Type can be selected. Details such as part-time hours, temporary duration, project timeline, remote/hybrid work, or project-based funding should be described elsewhere in the posting.

2. Restrict Applications / Activate Screening

For most RA postings, select No.

Select Yes only where there is a clear reason to restrict or screen applicants, such as a required program of study, required year level, mandatory technical skill, or other eligibility condition. Any screening requirement should be directly relevant to the work.

3. Job Title

Use a title that is short, clear, and specific enough for students to recognize the opportunity. The title field is limited, so avoid long titles.

- Research Assistant - Literature Review
- Research Assistant - Data Analysis
- Research Assistant - Psychology
- Research Assistant - Biology Lab
- Research Assistant - Community-Based Project

4. Job Description

The job description should be the main source of information for students. It should explain the project, the RA duties, the expected skills, the time commitment, and how to apply.

Recommended elements to include

- **Project overview**
Briefly describe the research topic, goal, and context.
- **Main duties**
List the activities the RA will perform, such as literature review, data collection, transcription, coding, survey administration, lab work, data organization, data analysis, or support for presentations and publications.
- **Required qualifications**
Identify skills or experience that are necessary for the role. Examples include attention to detail, strong writing, confidentiality, specific coursework, or experience with particular software.
- **Preferred qualifications**
List assets that are helpful but not mandatory.
- **Training and supervision**
State whether training will be provided and who will supervise the student.
- **Application instructions**
List required documents and what students should address in the cover letter.

5. Location and Workplace Type

Complete both the Location and Workplace Type fields. The Location field should identify where the work will occur, while Workplace Type should indicate whether the position is In-Person, Remote, or Hybrid.

- **In-Person:** use when the student must work on campus, in a lab, or in a designated workspace.
- **Remote:** use when all work can be completed remotely.
- **Hybrid:** use when some work is on campus and some work may be completed remotely.

For hybrid positions, clarify the expectation in the job description. Example: “This is a hybrid position. The student will attend occasional in-person meetings on campus, but most work may be completed remotely.”

6. Hours and Dates

Use the Approximate Hours Per Week field to give students a realistic estimate of the workload. Common RA commitments include:

- 5-10 hours/week for smaller projects or limited term-time support.
- 10-15 hours/week for more involved research support.
- 15-20 hours/week for substantial term-time roles.
- 20+ hours/week only where appropriate, such as summer or full-time roles.

Complete the Posting Date, Expiration Date, and Desired Start Date fields. Whenever possible, allow at least two weeks for students to apply. If the role is specialized or requires a particular skill set, consider a longer posting period.

7. Attachments

Attachments are optional but may be useful if the opportunity requires additional context. Faculty may attach a fuller position description, a short project summary, application instructions, or information about the research team or lab.

8. Compensation / Salary Range

The range for hourly compensation for MacEwan students is **\$16.35-\$23.80**

9. Application Method and Documents

Choose the Resume Submission Method that matches how you want to receive applications.

- Accumulate Online: use this if you want applications collected through MacEwanLife.
- Email: use this if you want students to send materials directly to you or to a project/lab email address.
- Other: use only when another submission process is clearly required.

For Automatic Application Packet Generation, select Yes if applications are being collected online and you want MacEwanLife to compile the materials. Select No if applications are being submitted by email or another method.

For most RA positions, request a resume and cover letter. Request an unofficial transcript only if academic background or specific coursework is important. Request a writing sample only if the RA will be doing substantial writing, literature review, qualitative analysis, or related tasks.

10. Contact Information and Screening Fields

Use Display Contact Information to Students based on how you want questions handled. Select Yes if students may contact you directly; select No if questions should be directed elsewhere or if contact details should not be displayed.

Use optional screening fields only when they are relevant to the role. These may include GPA, graduation date range, work authorization, class level, desired skills, desired majors, and degree level. Avoid unnecessary restrictions that could exclude otherwise strong applicants.