

Hiring a Research Assistant

Hiring Process

To hire a research assistant, ensure the following completed document are sent to Bryce Wicks, Manager, Finance (Office of Research Services) wicksb2@macewan.ca

- Research Assistant Information Hiring Form
- Intellectual Property Rights Agreement (Student)

Research Assistant Hours

Research assistants (RAs) can work up to 35 hours per week (Sunday to Saturday). RAs must report their own hours in PeopleSoft on a weekly basis. Once hours have been submitted, the researcher will receive an email notification to review and approve these hours.

RAs should not report hours worked on statutory holidays as they will be prevented from entering these hours in PeopleSoft.

Research Assistant Wages

There are three levels of research assistants that can be hired:

- Undergraduate (\$15 - \$20 per hour)
- Masters (\$20 - \$30 per hour)
- Doctoral (\$30 - \$40 per hour)

The hourly rate to be paid to a research assistant within these levels is at the researcher's discretion based on the RA's education and experience.

When budgeting for a research assistant keep in mind that RA hourly rates will then be calculated to include an additional 16% on top of the established rate due to stat holiday pay, vacation pay, and WCB employer contributions. For example, an RA being paid \$15/hour will cost the researcher \$17.40/hour.

*Please note students being paid from a MacEwan USRI Award should be paid an hourly rate of \$15/hour