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Description automatically generated Job Advertisement – Nvivo Specialist**

The SSHRC Partnership Project, *Urbanization, Gender, and the Global South: a transformative knowledge network* (GenUrb), calls for applicants for the position of research assistant to construct a project database using the Nvivo program and undertake comparative analysis of data using Nvivo.

GenUrb is a six-year international research project, currently in year four, funded by the Social Sciences and Humanities Research Council (SSHRC, Canada), that brings together over 40 feminists, academics, policy makers, and activists to advance our understanding of how the relationship between poverty and inequality is being transformed, focusing in particular on the reconstitution of gender relations and women’s rights to the city. Research is being conducted in Cairo, Egypt; Cochabamba, Bolivia; Delhi, India; Georgetown, Guyana; Ibadan, Nigeria; Mumbai, India; Ramallah, Palestine; and Shanghai, China.

The tasks of this position relate to the processing of data from the City Research Teams for the purpose of facilitating comparative analysis across the GenUrb case studies. The GenUrb Project is based at the City Institute at York University. However, this position will be carried out remotely while York campuses remain closed as part of the University’s COVID-19 measures.

**Role Description**: The incoming research assistant will construct a GenUrb Project database using the Nvivo program, to facilitate the collation and analysis of the GenUrb Project’s data across the city case studies of the project. This will involve:

* Creating a GenUrb Nvivo database and setting up relevant folders to reflect the nature and needs of the GenUrb Project.
* Standardizing, preparing and uploading documents to relevant folders in Nvivo. Documents will include original interview transcripts, translated transcripts, and related research notes and documents as necessary.
* Ability to assist City Research Teams with coding data
* Transferring coded data from city research teams into relevant codes in the GenUrb Nvivo database.
* Generating queries and other data reports through the Nvivo GenUrb database as per project requirements.
* Reporting to and working with the GenUrb Project Manager and Research Associate on a regular basis regarding the work plan and progress with work tasks. This will include email and virtual meetings via Zoom.
* Communicating with city research teams to access required data and discuss questions or issues as they arise.
* Following up on issues or questions that arise about the functions or operation of the GenUrb Nvivo database using online resources, or through communicating with relevant York-based or external contact persons with relevant Nvivo expertise.
* Ensuring that the GenUrb Nvivo database is saved and adequately backed up.

**Required skills and attributes:**

* Experience using the Nvivo program to set up and construct a project database, and conduct data analysis in the context of a qualitative research project.
* Up-to date training on the functions of the Nvivo program.
* Graduate level education in Urban Studies, Women’s Studies, International Development, Geography, Environmental Studies, or any other relevant field.
* Excellent attention to detail and time management skills.
* Ability to prioritize multiple tasks to meet deadlines.
* Ability to communicate and work in close collaboration with other members of the GenUrb project.
* Ability to maintain ethics and confidentiality requirements

**Other**

* Access to a personal computer and home internet that are adequate to handle the

requirements of Nvivo and ensure that the work can be completed securely**.**

**Desired attributes:**

* Experience conducting feminist research and analysis.
* Experience conducting comparative analysis using Nvivo.
* Knowledge of and experience working on issues related to the global south.
* Knowledge of urban studies an asset.

**Hours:** This position is up to 30 hours per week.

**Salary**: TBD depending on qualifications and experience.

**Duration:** The position will be for a period of 6 months, with the possibility of extension.

**Application** –

**Deadline:** April 15, 2021

Please submit applications, including a cover letter and resume in a single pdf attachment, to Leeann Bennett by email at [leeann3@yorku.ca](mailto:leeann3@yorku.ca)