



College Assistantship: Research Assistant for the Intercultural Development Inventory (IDI)

Number of Students Needed: 1

Supervisor: You are accountable to Dr. Stephen McMullin.

Responsibilities:

1. Become familiar with the [Intercultural Development Inventory](#) (IDI).
2. Collect current student information (e.g., name, email address, and degree / diploma / certificate program).
3. Before the surveys are sent to students, organize students by program to attend an online IDI presentation (a 20-minute group meeting for each program, hosted by an IDI administrator).
 - Bachelor of Theology Wolfville
 - Bachelor of Theology Crandall
 - Master of Arts (Theology)
 - Master of Divinity
 - Doctor of Ministry
 - No Program Divinity
 - Diploma and Certificates
4. Enter student information by program into the IDI online portal.
5. Send an email notice to each ADC student and then order the pre-paid surveys to be emailed directly to students by IDI.
6. Email each student their individual report with an interpretation instrument.
7. Compile survey results by program.
8. After survey results are compiled, organize students by program to attend an online presentation to explain results (a 20-minute group meeting for each program, hosted by an IDI administrator).

You will be required to record your time on a weekly time sheet, which will need to be submitted at the end of each term to your Supervisor.

Location: These responsibilities may be completed either at the College or remotely.

Schedule: Generally, you are required to work an average of **5-6 hours per week** throughout the fall semester. Your responsibilities begin the first day of term and conclude on the last day of classes. Your schedule may include the reading week.

For a list of specific calendar dates, visit <https://acadiadiv.ca/academic-calendar/>

The work commitment for this position will require some flexibility by the student as the work will be assigned based on the needs of the Advancement Office.

If you are unable to report to work due to illness or a family emergency, you are responsible to find a replacement and inform your supervisor immediately.

Remuneration: A College Assistantship is granted for the academic year and is paid in the amount of **\$1,000** for the fall term.

I understand and agree to fulfill the responsibilities of this position.

Date: _____

Student: _____

Supervisor: _____