Hiring a Research Assistant

Hiring Process

To hire a Research Assistant (RA), ensure the following document is sent to research@macewan.ca for processing.

Research Assistant Hours

Research assistants 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.

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

Research Assistant Wages

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

	Steps							
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Bachelor	$ 15.42	$ 16.27	$ 17.16	$ 18.11	$ 19.10	$ 20.16	$ 21.26	$ 22.43
Masters	$ 22.20	$ 23.42	$ 24.71	$ 26.07	$ 27.49	$ 29.00	$ 30.59	$ 32.28
Doctoral	$ 33.61	$ 35.45	$ 37.41	$ 39.46	$ 41.64	$ 43.92	$ 46.33	$ 48.88
Postdoc	$ 38.13	$ 40.23	$ 42.45	$ 44.77	$ 47.24	$ 49.85	$ 52.59	$ 55.47

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 (5% additional that RA will receive), vacation pay (4% additional that RA will receive), and CPP, EI, and WCB Employer contributions (7% that RA does not receive). For example, an RA being paid $15.42/hour will cost the researcher $17.89

Research Assistant Information Hiring Form

To Be Completed by RA:

First Name	
Last Name	
Email Address	
Are You Currently a Student?	
Post-Secondary Institution Currently Enrolled At	
Level of Education Being Taken	
MacEwan Student ID	

To Be Completed by Researcher:

Start Date	
End Date	
Hourly Rate (do not include extra 16% costs)	
Researcher Name	
Researcher MacEwan Employee ID	
Accounting Information (Fund-Department-Project)	

_____   _____

Signature of Researcher   Date

Please send the completed form to research@macewan.ca for processing.

Note: It is the responsibility of Faculty supervisors to review and action/approve all hours entered in PeopleSoft by the payroll deadlines.