



The **Research Shop**

COMMUNITY. CAMPUS. COLLABORATION. 

CALL FOR GRADUATE STUDENT – RESEARCH SHOP EDITORIAL ASSISTANT

COMMUNITY ENGAGED SCHOLARSHIP INSTITUTE/RESEARCH SHOP

We are seeking a graduate student to join the Research Shop, part of the Community Engaged Scholarship Institute (CESI) in the College of Social & Applied Human Sciences, to join our team for the Fall 2018 and Winter 2019 semesters. CESI works in collaboration with community organizations and initiatives to address community research needs. Our work enables university-community collaborations that positively impact our partners and the wider community.

Reporting to the Research Shop Coordinator, and working with the wider Research Shop team, the Editorial Assistant will contribute to creating high impact scholarly outputs for our community partners.

Duties may include:

- Writing reports, summaries and other research dissemination materials, often in collaboration with Research Shop students.
- Copy editing and proof reading a variety of documents, including research reports, communication material, ethics applications, peer reviewed publications, and more.
- Reviewing draft research ethics submissions to review content and flag any potential complications.
- Developing templates for internal ethics guidelines as well as institutional guidelines.
- Attending meetings with Research Shop students and community partners, as needed.

Required Skills and Experience:

- Interest in working with community organizations and initiatives, specifically around issues of poverty, food security, the environment, and other complex social issues.
- Strong attention to detail.
- Demonstrated strong writing and editing experience.
- Ability to synthesize complex ideas into plain language
- Good knowledge of grammar, spelling, punctuation, etc.

Preferred Skills and Experience:

- Experience related to community engagement or community-based research an asset
- Ability to anticipate potential ethical concerns for research and provide necessary initiative and follow through to resolution assuring minimal impact to projects.
- Attention to detail while working with numerous and/or large documents.
- Knowledge of regulations, guidelines, and best practices governing human subject research.

Hours of work will be up to 5 hours a week commencing early September 2018. The successful student must commit to two full semesters. This position pays \$22.50/hour.



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Application Package

- Curriculum Vitae (CV)
- Cover letter describing your interest in this position with the Research Shop
- Contact information for 2 references (at least one academic reference)
- A sample of recently written work (preferably non-academic)

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Application Deadline: Please submit the application package by 8:00 am September 17th, 2018.

Interviews will be held in September.

Please send to:

Karen Nelson

Research Shop Coordinator, Community Engaged Scholarship Institute

rshop@uoguelph.ca