CESI Student Position
Community Engaged Teaching and Learning (CETL) Assistant

The Community Engaged Scholarship Institute (CESI) is hiring a graduate student to join our team as CETL Assistant. CESI is a research and teaching support unit in the College of Social and Applied Human Sciences working in collaboration with community organizations to address community research needs. Our work enables university-community collaborations that positively impact our partners and the wider community.

Reporting to the CETL Manager, the CETL Assistant will contribute to CESI's CETL program by working with CESI staff to support research and program evaluation as well as support existing course partnerships and continue building online resources.

Main Duties

- Perform quantitative and/or qualitative data analysis as part of ongoing collaborative CETL research.
- Finalize measures, implement, and analyze program evaluation data for the CETL program.
- Support existing CETL partnerships and projects through providing knowledge mobilization support for student work generated via CETL activities, including summarizing, refining, editing, formatting, etc.
- Collect and organize CETL tools and resources for use by external stakeholders.

Hours of work will be between 5 and 10 hours per week from October 2022 until end of May 2023, with possibility of extension. All/most work will be done remotely. This position pays $25/hour.

Required Skills and Experience

- Strong quantitative and qualitative data analysis skills.
- Excellent oral and written communication skills.
- Very strong attention to detail.
- Excellent knowledge of Microsoft Word and Adobe Acrobat

- Good organizational and project management skills.
- Good judgment and problem-solving skills.
- Readiness to learn.

Additional Skills and Experience (Assets)

- Experience related to community or stakeholder engagement, organization, and/or animation.
- Knowledge and/or experience with program evaluation planning and implementation
- Experience related to graphic or multi-media design

Training will be provided to the selected candidate. The incumbent must currently be registered as a graduate student at the University of Guelph.

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

Application Package

- Short cover letter describing your skills, experience, and interest in this position (max. 1 page)
- Curriculum Vitae (CV)

To apply: Submit your application package via email to cesi@uoguelph.ca by 11:59pm on Sunday, September 18, 2022. Please clearly state which position(s) you are applying for in the email subject line.

Interviews will be held online between September 21st and October 17th, 2022.

cesinstitute.ca