

CESI Student Position

Community Engaged Teaching & Learning (CETL) Assistant

The [Community Engaged Scholarship Institute](#) (CESI) is hiring a 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 Coordinator/Manager, the CETL Assistant will contribute to CESI's CETL program by working with CESI staff to support existing partnerships and projects as well as performing research to contribute to the development of the program.


Main Duties

- Support existing CETL partnerships and projects.
- Provide 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.
- Assist with general CETL research and development , including producing literature reviews, attending webinars, participating in and supporting events and activities within the wider CETL community, and performing research to support specific community-engaged partnerships (e.g. conducting surveys, interviews or other research methods; performing quantitative or qualitative analysis, etc.).

Hours of work will be an average of 10 hours per week for approximately 8 weeks, from March 1, 2021 to April 30, 2021. All work will be done remotely. Pay will be based on the University of Guelph student rate range and commensurate with experience. The incumbent must currently be registered as a student at the University of Guelph.

Required Skills and Experience

- Excellent oral and written communication skills.
- Very strong attention to detail.
- Excellent knowledge of Microsoft Word and Adobe Acrobat Pro.
- Good organizational and project management skills.

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- 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.
- Experience in quantitative and/or qualitative analysis.
- Experience related to graphic or multimedia design.

Training will be provided to the selected candidate. The position is open to students from across 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

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

Application Deadline: Please submit your application package by Wednesday, February 17

Interviews will be held the week of February 23, 2021

Send your application package to the attention of:

Kendra Schnarr
Research Project Assistant
Community Engaged Scholarship Institute
cesi@uoguelph.ca