

CESI Student Position

Research Assistant to Dr. Mary Ferguson

The [Community Engaged Scholarship Institute](http://cesinstitute.ca) (CESI) is seeking a graduate student to join our team as a Research Assistant for the Winter 2022 semester onwards. CESI is a research and teaching institute 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.

Dr. Ferguson provides evaluation and research services to organizations that work with ex-offenders, people with addictions and mental health challenges, the disabled and those who have experienced violence. Our research assistants get involved in a variety of projects and provide in-depth literature reviews on topics that are used by our partners to inform their work. Our team also works with non profit organizations that are establishing social enterprise.



Main Duties

- Project management tasks, including coordination and project tracking
- Literature reviews on specific topics
- Working with community partners in evaluation planning, implementation, and capacity building
- Feasibility studies and business planning for social enterprise development
- Note taking for group meetings
- Planning and co-facilitation of community meetings
- Qualitative and quantitative data collection and analysis
- Report and proposal writing

Hours of work will be between 5 and 10 hours per week from January to August 2022, with possibility of extension. It is anticipated that all/most work will be done remotely. This position pays \$22.50/hour. The incumbent must currently be registered as a student at the University of Guelph and may be from any program. Training will be provided to the selected candidate.

Required Skills and Experience

- Excellent oral and written communication skills
- Strong attention to detail

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- Excellent knowledge of Microsoft Word and Microsoft Excel
 - Good organizational and project management skills
 - Demonstrated qualitative and quantitative research skills
 - Readiness to learn
 - Interest in applying research knowledge to diverse community assignments
 - Comfortable in working with diverse teams of community and university partners

Additional Skills and Experience (Assets)

- Experience related to community or stakeholder engagement
- Knowledge of social enterprises

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. At CESI we are working to create a working and learning culture that is informed by and committed to anti-oppressive practices.

Application Package

- Curriculum Vitae (CV)
- Short cover letter describing your interest in this position (max. 1 page)
- Recent writing sample (academic, work, or personal)

Application Deadline: Please submit your application package by 11:59pm January 3, 2022. Interviews will be held the weeks of January 10th and 17th.

Send your application package to the attention of:

Dr. Mary Ferguson
Research Associate
Community Engaged Scholarship Institute
cesi@uoguelph.ca