

CESI Student Position

Research Shop Assistant

The [Community Engaged Scholarship Institute](https://www.cesiinstitute.ca) (CESI) is hiring a student to join our team as Research Shop 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 Research Shop Coordinator, the Research Shop Assistant will support the general activities of the Research Shop.

Main Duties

- Work with the Research Shop team to support ongoing research and evaluation projects. May include performing literature reviews, environmental scans, focus groups, surveys, etc.
- Create guides outlining best practices in clear communication and knowledge mobilization.
- Regularly monitor and update the Research Shop's social media accounts with relevant and timely content.
- Perform general research-related activities, including gathering information on topics such as research ethics, community engaged research, community engaged scholarship, Science Shops, 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

- Qualitative and/or quantitative research skills.
- Excellent oral and written communication skills
- Excellent knowledge of Microsoft Word.
- Very strong attention to detail.
- 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.
- Experience working on research projects.

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