OFFICE OF STUDENT TRANSITION OPPORTUNITY
CANDIDATE PROFILE – FALL/WINTER 2018-19
Research Assistant

Successful applicants must be available for Student Leader training (end of August) and UTM Orientation (exact dates TBC).

F/W RENUMERATION: Fall/Winter: Salary $14 per hour. The hours expected of a Research Assistant is approximately 8-12 hours per week up to a maximum of 180 hours during the academic school year.

REPORT TO: The Research Assistant reports to the University of Toronto Mississauga Office of Student Transition and directly to the Student Transition Manager. The Manager will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY: The Research Assistant assists with assessment and evaluation projects to help improve the Office of Student Transition programming and service delivery to students. Research Assistants compile and analyze surveys and evaluation results, prepare reports based on results, and conduct literature and best practices research on assigned topics.

The Research Assistant must be enrolled in 40% of a full course load for the entire fall/winter period of study. Selection for this position includes an application, UTM faculty or staff reference letter and interview process.

REQUIRED SKILLS:
- Student of UTM in good academic standing;
- Accurate data entry and attention to detail;
- Experience in a UTM research-related opportunity (i.e. utmONE scholars, ROP, lab assistant etc.);
- Analytical skills to support with identifying patterns from qualitative and quantitative data and linking to goals of the particular session or event;
- Values team work, working effectively with others as well as independently;
- Self-starter – takes initiative to support team members with larger projects and shares ideas during team meetings;
- Familiarity with UTM OST mandate and services;
- Excel and SPSS skills are assets, but not required; and
- Proven written and verbal communication: to assist with report writing as well as communicating with team members.

RESPONSIBILITIES:
A. RESEARCH
- Compile and analyze survey and evaluation results, both quantitative and qualitative;
- Prepare reports based on results, shared internally and with UTM partners; and
- Conduct literature and best practices research on assigned topics.

B. COMMUNICATION & ADMINISTRATION
• Provide assistance at large on-campus events;
• Submit bi-weekly timesheets;
• Refer to University policies to answer questions and inform students;
• Maintain required levels of confidentiality when interacting with parents & families;
• Be respectful and professional at all times;
• Monitor U of T email account daily for work-related emails; and
• Promote the Office of Student Transition through fairs, tabling, social media, etc.

C. TEAM DEVELOPMENT
   ▪ Attend and contribute at regular team meetings and one-on-ones with the Student Transition Manager; and
   ▪ Participate in team socials and team building.

D. TRAINING & COMMITMENTS
   ▪ Attend Student Leader Training in late August;
   ▪ Assist with OST events including: Exam Jam, Fall Campus Day, March Break Open House, Parent and Family Orientation and O-Week.
   ▪ Attend in-service training and development throughout the academic year; and

E. ADDITIONAL DUTIES
   ▪ Additional duties as assigned by the Supervisor.