OFFICE OF STUDENT TRANSITION OPPORTUNITY

CANDIDATE PROFILE – FALL/WINTER 2017/18
RESEARCH ASSISTANT

CONTRACT PERIOD: Fall 2017 and Winter 2018 terms, from Tuesday, September 5th, 2017 to Friday, February 23rd, 2018. Successful applicants must also be available for Training (when classes commence, dates & times TBD).

FALL/WINTER RENUMERATION: Salary to be confirmed with offer. The hours expected of the Research Assistant are approximately 8-10 hours per week. The Research Assistant is paid up to a maximum of 180 hours during the academic school year.

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

POSITION SUMMARY: In the Fall/Winter 2017/2018 term, the Research Assistant will participate in the following as part of this position:

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 Training, which will commence after classes begin in fall term (dates to be confirmed);
  ▪ Attend Exam Jam in December 2017;
  ▪ Attend in-service training and development throughout the academic year; and
  ▪ Participate in leadership events as offered by the Office of Student Transition.

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