
SUMMER RENUMERATION: Salary $15 per hour. The hours of work expected of a summer position will be determined and scheduled by the supervisor, but is not expected to exceed 100 hours in total over the course of the contract period.

REPORT TO: The Research Assistant reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Manager, Community Engaged Learning. The supervisor 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 inform and improve the Centre for Student Engagement’s student programming and service delivery. Research Assistants compile and analyze surveys and evaluation results, prepare reports based on results, and conduct literature and best practices research on assigned topics.

Undergraduate and graduate students, across all disciplines, with quantitative and/or qualitative research experience and an interest in postsecondary student experiences and development are encouraged to apply.

Research Assistant must be an undergraduate student enrolled in summer courses totaling 0.5 credits from May-August 2021. Must have a CGPA of 2.0

Selection for this position includes an application and interview process.

REQUIRED SKILLS:

- Current undergraduate or graduate student with in the field or course based experience conducting statistical analysis in a social sciences context (such as education, social work, sociology, economics, statistics);
- Demonstrated experience with statistical software packages such as SPSS, R, or STATA; experience with Excel considered an asset;
- Demonstrated experience with report writing
- Skilled at merging and manipulating existing datasets;
- Ability to work independently and collaboratively;
- Experienced with or interested in data visualization;
- Must be able to demonstrate both good data-keeping practices and ability to maintain strict confidentiality regarding survey and administrative data.
- Desire to use assessment to help tell student stories, identify opportunities and drive changes in Student Engagement programming

RESPONSIBILITIES:

A. RESEARCH & REPORTING
   - Statistically analyze survey results and large quantitative datasets;
   - Assisting in assessment data generation (collection, transcribing, data entry, reporting);
   - Organizing and find insights in existing assessment data for Centre for Student Engagement departments;
   - Preparing short reports and data visualizations based on results, shared internally and with UTM partners;
   - Developing impactful data visualizations to highlight assessment findings;
   - Providing a student perspective during the interpretation of assessment findings;
   - Supporting creation of assessment planning and reporting templates for use across the Division
   - Conducting literature and best practices research on assigned topics;

B. OPTIONAL:
   - Facilitating focus groups, conducting interviews;
   - Participating in analysis of data (ie: qualitative coding).

C. COMMUNICATION & ADMINISTRATION
   - Maintaining required levels of confidentiality regarding data;
   - Monitoring U of T email account for work-related emails.
   - Attending and contributing to one-on-ones with the Manager, Community Engaged Learning

D. PROMOTION & EVENT COMMITMENTS
   - Support Orientation, pre-arrival activities and workshops as required

E. COMMUNICATION
   - Maintaining required levels of confidentiality regarding data;
   - Refer to University policies to answer questions and inform students;
   - Be respectful and professional at all times; and
   - Monitor U of T email account daily for work-related emails.

F. TEAM DEVELOPMENT
   - Attend and contribute at regular team meetings as well as at one-on-ones with supervisor; and
• Participate in team socials and team building.

G. ADDITIONAL DUTIES

• Additional duties as assigned by the Manager, Community Engaged Learning.