Research Job Family

Department: Centre for Student Engagement

Nature and Scope:
Research Job Family jobs with the Centre for Student Engagement assist with assessment and evaluation projects to help inform and improve the Centre for Student Engagement’s student programming, digital engagement, and service delivery. The tasks requested of this job family can include compiling and analyzing surveys; evaluating results and website analytics; preparing reports and presentations; and conducting literature reviews and best practices research on assigned topics.

Here are some examples of positions that have been under the Research Job Family in the past:
- Research Assistant
- Marketing Research Assistant

Duties and Responsibilities:
- Use statistical analysis to analyze quantitative data sets
- Assist in assessment data generation (collection, transcribing, data entry, reporting)
- Prepare short reports and presentations based on results, shared internally and with UTM partners
- Provide a student perspective during the interpretation of assessment findings
- Conduct literature and best practices research on assigned topics
- Monitor U of T email account daily for work-related emails
- Attend weekly meetings
- Participate in team socials and teambuilding

Training & Commitments:
- Attend Student Leadership Training (Tentative August 30, 2021 – September 3, 2021)
- Support large-scale CSE events including UTM Orientation (Tentative September 4, 2021 – September 10, 2021) and Exam Jam (TBC)
- Assist with the recruitment and hiring process in Winter 2022;
- Attend one-on-one meetings with the supervisor/Team Lead regularly.

Additional Duties:
- Additional duties as assigned by the supervisor

Minimum Qualifications Required:
- Current undergraduate student with field-based or course-based research experience
- Experience with data analysis using excel
- Demonstrated experience with report writing
- Ability to work independently and collaboratively
- 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
- Experience with Google Analytics, Google Task Manager and Social Media Insights
Contract Period
Fall Term: Start August 30, 2021 and conclude in February 2022
**Exact dates to be confirmed at the time of an offer

Remuneration
- $15/hour
- 5-10 hours per week during the 2021-2022 Fall/Winter terms

Interested and qualified candidates will be able to submit applications from December 14, 2020 to January 22, 2021 at 12 noon.