CENTRE FOR STUDENT ENGAGEMENT
FALL/WINTER 2019-20

Job Title: Research Assistant
F/W CONTRACT PERIOD: August 2019/February 2020:

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.

JOB DESCRIPTION:

The Research Assistant assists with assessment and evaluation projects to help improve the Centre for Student Engagement 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.

Undergraduate and graduate students across all disciplines with quantitative research experience and interest in postsecondary student experiences, student development, and curiosity to learn more are encouraged to apply.

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:
- Current undergraduate or graduate student with coursework and/or experience conducting statistical analysis
- Demonstrated experience with statistical software packages such as SPSS (preferred), R, or STATA; experience with Excel considered an asset;
- Coursework and/or research project experience conducting and interpreting data from descriptive and inferential tests including t-tests, ANOVA, and various forms of regression;
- 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 Life programming

RESPONSIBILITIES:
A. RESEARCH & REPORTING
   • Statistically analyze survey results and large quantitative datasets;
   • Assisting in assessment data generation (collection, transcribing, data entry, reporting);
   • 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;

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

B. 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 Student Experience Assessment Coordinator.

C. TRAINING & COMMITMENTS
   • Attending Student Leader Training in late August;

D. ADDITIONAL DUTIES
   • Additional duties as assigned by the Supervisor.