Position Title: Summer Research Assistant
Department: Student Services
Position Status: Active
Employment Type: Full-time (up to 35 hours per week)
Employment Term: May 2024 – August 2024

POSITION SUMMARY

The Summer Research Assistant provides administrative, research, and analytical support on topical areas of interest related to post-secondary education and student governance. Under the direction of the Policy Analyst, the Summer Research Assistant provides meeting support and contributes to the achievement of short- and long-term policy governance and advocacy goals.

The Summer Research Assistant is primarily an internally facing role and interacts regularly with the Policy Analyst, SU Staff, and SU Executives.

REPORTS TO: Policy Analyst

COMMITMENT: The Summer Research Assistant works 30 – 35 hours per week. The allocated hours are generally worked during regular office hours (8:30 AM – 4:30 PM).

KEY RESPONSIBILITIES

- Conduct research, gather, analyze, and summarize information from a variety of sources, articulate alternatives, draw conclusions and make practical recommendations.
- Research and prepare briefing notes, backgrounders, reports, and correspondence on a variety of issues.
- Create, manage, and analyze surveys sent out on behalf of the Students' Union, and prepare for any surveys to be released within the upcoming academic year.
- Locate sources of information and determine its value, reliability, and integrity. Seek additional information or adjust parameters where data does not meet requirements.
- Undertake various analyses where necessary, including trend analysis, historical reviews, and comparative analysis, etc.
- Produce content for various communications purposes.
- Provide assistance with other tasks and responsibilities as assigned.

REQUIRED SKILLS, ATTRIBUTES AND EXPERIENCE

- A current full-time or part-time undergraduate student at the University of Calgary.
- Demonstrated experience with preparing concise written assignments. (Please include a brief writing sample with your application).
- Demonstrated ability to engage in data analysis (survey methodology and quantitative/qualitative analysis).
Demonstrated organizational and time-management skills, including the ability to prioritize and differentiate between tasks of varying importance.

Practical experience designing, managing, and conducting research projects.

Experience coding and analyzing data sets in a university statistics course or equivalent.

Ability to quickly learn about, understand, and analyze complex issues and identify possible solutions.

Ability to work independently.

An understanding of post-secondary education issues in Alberta is an asset.

Knowledge of student government and principles of governance, including the Students’ Union’s structure, programs, and strategic plan is an asset.

**BENEFITS**

- Gain research skills and experience working within a professional setting.
- Develop communication, problem-solving and data collection and analysis skills beyond a classroom setting.
- Acquire a deep understanding of issues impacting post-secondary learning institutions within Alberta and Canada.
- Work closely with the Executives and staff within the Students’ Union.

The successful candidate may be able to re-apply for this or a similar position provided they are enrolled in undergraduate studies.