# JOB DESCRIPTION

Position Title: Research Assistant

Term of Office: January to April

Supervisor: Vice President Education

Remuneration: Refer to MSU Operating Policy 2.2 - Employment (Wages)

Hours of Work: 10 hours per week

## General Scope of Duties

The Research Assistant is responsible to assist in the development of policy and research relating to academic and non-Academic advocacy work in the MSU. The Research Assistant will also assist with research in a variety of areas as per the direction of the Vice President Education. Research gathered will be used in policy papers, reports, advocacy work and to support projects related to Post-Secondary Education, University Affairs, Municipal affairs and Student life on campus. Research may also be used to develop articles and stories for MSU publications as well as external publications.

## Major Duties and Responsibilities

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<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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| **Research Function**     | 75%     | ➢ Reports to the Vice President Education through regular meetings and reports;  
|                           |         | ➢ Develop and maintain contact with the Advocacy Coordinator, External Affairs Committee and University Affairs Committee and assist them with relevant projects if directed to do so by the Vice President Education  
|                           |         | ➢ Keep current on academic issues in post-secondary institutions and news and events from relevant Post-Secondary Education Stakeholder groups  
|                           |         | ➢ Conduct surveys and focus groups as required  
|                           |         | ➢ Prepare briefing notes and reports as directed by the Vice President Education  
|                           |         | ➢ Assist the Vice President in collecting primary and secondary research for any relevant projects |
| **Communications Function** | 10%     | ➢ Summarize and analyze research results and findings and forward information to relevant parties  
|                           |         | ➢ Interact with students in focus groups  
|                           |         | ➢ Develop surveys for projects as required  
|                           |         | ➢ Comfortable conversing with people and asking for necessary information as needed  
|                           |         | ➢ Assist relevant MSU staff and volunteers with promotion of relevant projects and events. |
| **Events**                | 10%     | ➢ Will attend MSU events as an MSU representative if required (may include OUSA General Assembly and other events and conferences relevant to post-secondary education) |
| **Other**                 | 5%      | ➢ Other activities/responsibilities as directed by the supervisor |

## Knowledge, Skills and Abilities

- Excellent Writing Skills
- Ability to gather and analyze data
- Working knowledge of Statistical Software (SPSS, R etc) and the ability to present statistical data in a user friendly format
- Knowledge of students academic and non-academic concerns.
- Knowledge of groups working towards improving the quality of student life.
- Inter-personal skills required in order to set up focus groups and survey people as required
- Ability to proofread and edit
- Research skills

**Working Conditions**
- Hours of work are extremely variable

**Training and Experience**
- Previous research experience an asset
- Previous experience presenting complicated data and information in a user-friendly manner.

**Effort & Responsibility**
- Ability to work independently
- Ability to carry out research projects from start to finish

**Equipment**
- Shared computer in shared committee room.
- Shared telephone and extension; committee voicemail box.