Position Title: Advocacy & Policy Research Assistant (3 positions)

Term of Office: June 1 – April 30

Supervisor: Vice President (Education)

Remuneration: pending

Hours of Work: pending

General Scope of Duties
The Advocacy & Policy Research Assistant is responsible to assist in the development of policy and research relating to advocacy work in the MSU including planning and analyzing primary and secondary research. The Advocacy & Policy Research Assistant is also responsible for leading the MSU policy development process by providing support to policy authors. The research may be used to develop written lobbying documents, including government submissions and other external publications.

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<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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<tr>
<td>Research Function</td>
<td>75%</td>
<td>Keep current on issues within the post-secondary education sector at the University and all levels of government</td>
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<td>Summarize and analyze research results and findings and prepare necessary documentation (reports, presentations) to disseminate information to relevant parties</td>
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<td>Assist the Vice President (Education) and Associate Vice Presidents (University Affairs, Municipal Affairs, Provincial &amp; Federal Affairs) in hosting forums, focus groups, and surveys to collect primary data</td>
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<td>Assist in the development of at least one (1) MSU policy per term and provide background research to support policy authors</td>
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<td>Assistant the Vice President (Education) in preparing written lobbying documents such as budget submissions and recommendation reports</td>
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<tr>
<td>Supervisory Function</td>
<td>10%</td>
<td>Chair weekly MSU policy meetings and provide logistical support to policy authors (SRA, AVPs, MSU members)</td>
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<tr>
<td>Communication Function</td>
<td>10%</td>
<td>Work with the MSU Communications Department to promote primary research efforts (focus groups, surveys, forums)</td>
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Attend Education Team meetings and provide updates to the Education team as necessary
Report to the Vice President (Education) through regular meetings and correspondence
Attend SRA standing committee meetings (University Affairs, Municipal Affairs, and Provincial & Federal Affairs) as necessary to support research efforts
Attend the MSU Policy Conference to present policies and incorporate student feedback

Other duties as directed by the Vice President (Education)

Knowledge, Skills and Abilities
- Excellent writing skills, including proofreading and editing
- Capacity for research, consultation, and analysis of data
- Working knowledge of Statistical or Data Analysis Software (SPSS, R, Excel) and the ability to present statistical data in a user friendly format
- Knowledge of students’ academic and non-academic concerns
- Knowledge of the University, OUSA, and other groups working toward improving the quality of student life
- Interpersonal skills required in order to set up focus groups and forums as required, and provide support to policy authors

Effort & Responsibility
- Ability to work independently
- Ability to carry out research projects from start to finish
- Working within deadlines on a regular basis

Working Conditions
- Hours of work are variable
- Time demands may exceed stated hours of work
- Access to shared work space in the MSU Committee Room

Training and Experience
- Previous research experience is an asset
- Understanding of the MSU policy process is an asset

Equipment
- Use of a personal computer is preferred
- Access to a shared office computer
- Other business machines as required