**Research Job Family**

**Department:** Centre for Student Engagement

**Commitment to Equity, Diversity and Inclusion:**

The University of Toronto and the Centre for Student Engagement are strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

**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 (marketing), and service delivery. The tasks requested of this job family can include compiling and analyzing surveys; evaluating results and website/social media analytics; preparing reports and presentations; and conducting literature reviews and best practices research on assigned topics and/or special projects across various CSE programs.

**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 (August 28, 2023 – September 1, 2023)
* Support large-scale CSE events including UTM Orientation (Tentative (September 2, 2023 – September 9, 2023) and Exam Jam (TBC))
* Assist with the recruitment and hiring process in Winter 2024.
* 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

**CCR Competencies:**

CCR competencies that we look for and evaluate across all of our Job Families are:

* Collaboration
* Communication
* Communications & media
* Community and civic engagement
* Decision-making and action
* Facilitating and presenting
* Critical thinking
* Leadership
* Professionalism
* Project management
* Social intelligence
* Teamwork

**Contract Period**

Fall Term: Start August 28, 2023, and conclude in February 2024

\*\*Exact dates to be confirmed at the time of an offer

**Remuneration**

* $16/hour
* 5-10 hours per week during the 2023-2024 Fall/Winter terms