



Research Assistant Intern

JOB TITLE:	Research Assistant Intern
Institute:	NORDIK Institute
POSITION STATUS:	Full-Time, one-year contract
LOCATION:	Sault Ste. Marie
SUPERVISION RECEIVED:	Dr. Tamanna Rimi, Director of Research, NORDIK
START DATE:	Immediately
END DATE:	One year after start date
HOURS OF WORK:	35 hours per week, Monday to Friday
WAGE:	\$36,400.00 per annum

Primary Function:

NORDIK Institute is an innovative, community-based research hub dedicated to building healthy, resilient communities. We are currently seeking a **Research Assistant Intern** to provide support to a number of community engagement and program assessment projects, including the Algoma University Learners Early Access Program (LEAP). The LEAP program aims to establish a framework that fosters a Pathway to Post-Secondary Education, with a primary goal of enhancing accessibility to higher education for students who are underrepresented. The research assistant will work under the supervision of the Director of Research, Dr. Tamanna Rimi.

Key Responsibilities:

- Develop knowledge in system change theory and apply it to the project.
- Assist in developing a questionnaire.
- Maintain liaison between NORDIK and other stakeholders of the project.
- Assist in applying for Research Ethics Board approval.
- Assist in preparing online surveys and distributing them.
- Perform data analysis to uncover meaningful patterns, trends, and insights using data visualization techniques.
- Report and present research findings using the system change theory.
- Attend regular supervisory and NORDIK Team meetings.
- Attend in professional development training and activities provided by NORDIK.

Skills Preferred:

- Strong written and oral communication skills
- Strong organization and time management skills
- Knowledge of research methods in the social sciences
- Experience in survey data analysis and familiarity with quantitative and qualitative analysis software (e.g., SPSS, STATA, R)

- Experience in community engagement work preferred
- Experience in research and report writing
- Familiarity with computer word processing, spreadsheet and presentation applications and videoconferencing applications (Google Meet, Zoom, or WebEx)
- Knowledge of Northern Ontario communities and context

Qualifications:

- The candidate should possess a degree in Economics, Statistics, Data Science, Community Economic and Social Development, Political Science, Business Administration, or related fields.

Candidate Eligibility:

To be eligible to participate in the NOHFC Internship, individuals must:

- Be new entrants into the work force, are transitioning to a new career, or be unemployed or underemployed who are entering a new field;
- Have not previously participated in a NOHFC-funded internship;
- Be at least 18 years of age; and
- Reside, and be legally entitled to work, in Canada.

Application Process:

Deadline for applications: **Monday, September 23, 2024. Applications received by this deadline will be assured of consideration, though the posting remains open until the position is filled.**

To apply, submit your application, including a current CV, to hire@nordikinstitute.com. Please use 'Research Assistant Intern' as the subject line when sending your application.

NORDIK Institute, 1520 Queen Street East, Sault Ste. Marie, ON P6A 2G4.
www.nordikinstitute.com

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