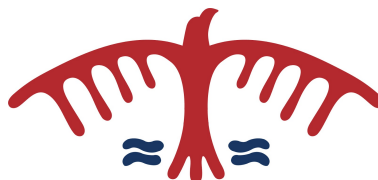




## ALGOMA UNIVERSITY STUDENT ASSISTANT



*Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.*

**JOB TITLE:** Research Assistant

**DEPARTMENT:** Faculty of Cross-Cultural Studies

**POSITION STATUS:** Part-time - Up to 5 hours per week

**SUPERVISION RECEIVED:** John Bessai, Assistant Professor

**CAMPUS/LOCATION:** Sault Ste. Marie

**SALARY:** \$17.60/hr +4% Vacation Pay

**TERM:** September 15th, 2026 to May 31, 2027

### **SUMMARY:**

The Undergraduate Research Assistant will work with the faculty supervisor on a connected research program in Community Economic and Social Development, the social economy, public institutions, public policy, local history, and media. Sault Ste. Marie provides the main research base, with related work developing in Brampton.



## RESPONSIBILITIES

- Conduct research using local archives, digital media, public records, and verified online sources.
- Locate and review municipal reports, newspaper records, photographs, maps, organizational records, public databases, and online archival materials.
- Trace claims from YouTube videos, podcasts, and other digital media back to original or authoritative sources.
- Verify the accuracy of names, dates, facts, and supporting evidence and identify information that remains uncertain or requires further verification.
- Transcribe approved archival and research materials as required.
- Organize and maintain research files, source records, spreadsheets, and Zotero libraries.
- Prepare concise source notes, research summaries, and background materials for scholarly and public-facing outputs.
- Conduct research at Algoma University collections, Sault Ste. Marie Public Library, museums, municipal records, and other approved research locations.
- Support selected in-person and synchronous online Community Economic and Social Development (CESD) classes and workshops by locating, organizing, and verifying research materials under faculty supervision.
- Assist students and faculty with accessing and working with public documents, databases, organizational evidence, archives, media, and other research sources.
- Support the preparation of background files and institutional contact lists for approved outreach involving community organizations, Algoma University programs, Sault College, and secondary schools.
- Maintain accurate research documentation and ensure materials are organized and accessible for ongoing projects.
- Complete assigned research activities within established timelines and agreed deadlines.
- Exercise sound source judgment and professional integrity when evaluating and handling research materials.
- Perform scheduled in-person research assignments in Sault Ste. Marie as required.
- Perform other related research and administrative duties as assigned by the faculty supervisor

**Interested applicants should submit a résumé and a brief letter of application (approximately 250–300 words) explaining their interest in the position and describing one example of research, media, archival, digital, or investigative work that shows how they found, assessed, verified, or organized information.**

**Please submit your resume to [john.bessai@algomau.ca](mailto:john.bessai@algomau.ca) by September 10, 2026.**



*Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).*

*In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities. Algoma University welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*