



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## REPOST: RESEARCH ASSISTANT

<b>Job ID</b>	<b>39713-1861</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=39713-1861">https://careers.indigenous.link/viewjob?jobname=39713-1861</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2021-07-19	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Indigenous Student Services provides and connects Indigenous learners to the supports and services they need along their educational journey. We work to hold space for Indigenous learners by identifying and working to removing barriers, close gaps and providing holistic supports. The Research Assistant will be the primary support for a new project, assisting with the project coordination, research and data collection, needs assessment, reporting. The project officer will also be responsible for the development and implementation of the communications plan for the project. This project will design and deliver a summer transition program to support Indigenous learners to develop their readiness for postsecondary studies at McMaster. This project will use online course delivery and mentorship model to encourage and empower learners to take the next step in their education journey. It will provide individual and small group connections so that learners have someone to go to while they apply for studies and through the admissions stage. Job Summary:

Responsible for organizing and administering one or more research projects within required deadlines under the direction of a Principal Investigator or project leader. Purpose and Key Functions: \* Oversee the collection, entry, verification, management, analysis, and reporting of data.

- \* Use statistical software to analyze data and interpret results.
- \* Design and maintain databases, data collection forms, error checking methods and related programs for efficient collection, analysis, and reporting.
- \* Modify and reconfigure databases to ensure the optimal storage of data and minimize data entry complexities.
- \* Troubleshoot moderately complex computer problems.
- \* Write data management and operations documentation for the project.
- \* Liaise between the project centre and remote project sites and personnel.
- \* Conduct structured project participant interviews.
- \* Ensure that the relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- \* Participate in the development of promotional strategies and related materials to encourage participation and support for research projects.
- \* Develop presentations and present information and training sessions to project personnel and project participants.
- \* Conduct literature searches.
- \* Oversee the extraction and compilation of data required for reports and disseminate data to research groups and collaborating partners.
- \* Implement and maintain the research project budget. Create financial projections and make adjustments to the research project budget throughout the fiscal year.
- \* Exercise appropriate budget controls, monitor, and reconcile accounts.
- \* Write, update, and archive data management and quality assurance conventions. \* Keep project participants informed of project progress through regular reports and newsletters. \* Gather and compile information and data required for the preparation of scientific papers, abstracts, and graphs. \* Write a variety of letters and memos. \* Participate in research project meetings and propose recommendations for procedure modifications and development in the areas of data management, quality control, and assurance. Supervision:
- \* No formal supervision of others is required. Requirements:
- \* Bachelor's degree in a relevant field of study.
- \* Requires 2 years of relevant experience. Assets:
- \* Understanding of Indigenous culture, knowledge, communities, and barriers that may affect Indigenous students in post-secondary education.
- \* Ability to use Microsoft Office suite applications (Teams, Word, Excel, Outlook, etc.).
- \* Experience using social media for professional or community purposes. Able to carry out general office administrative tasks with minimal supervision.
- \* Ability to work on projects independently and collaboratively.
- \* Good verbal and written communication skills.
- \* Excellent interpersonal and networking skills.
- \* Strong time management and organizational skills.
- \* Critical thinking and problem-solving skills.
- \* Youth leadership experience.
- \* Knowledge and experience working with Indigenous organizations and community programs, particularly in education
- \* Lived experience of Indigenous world views, cultures and values. Additional Information: \* Available to work evenings on occasion.
- \* To fulfill McMaster's commitment to diversity, equity and inclusivity and pursuant to Section 24 of the Ontario Human Rights Code (the Code), this position is restricted to applicants who identify as a member of an Indigenous community (First Nations, Metis and Inuit peoples). Candidates from this designated group are invited to self-identify in their cover letter, in a transparent manner, as part of the application process.

For more information, visit McMaster University for REPOST: RESEARCH ASSISTANT

