

## JOB POSTING DETAILS

<b>Employer</b>	Northern Ontario Research Development Ideas & Knowledge(NORDIK Institute) (NORDIK Institute)	<b>Job Type</b>	RI
<b>Job Title</b>	Post-Secondary Research Assistant, Meades	<b>Duration</b>	Summer Contract
<b>ES Job ID</b>	12631	<b>Location</b>	NA
<b>Date Posted</b>	May 11, 2022	<b>Closing Date</b>	May 20, 2022

### Job Overview - Description & Duties

Post-Secondary Research Assistant (Canada Summer Jobs)

Primary Function:

Under the direction of Dr. Sean Meades, the Research Assistant will be responsible for a variety of research duties.

Responsibilities include:

- Conduct primary and/or secondary research related to carbon emission reduction;
- Participate and assist in coordinating meetings with stakeholders;
- Assist in drafting and revising chapters in a public toolkit to be published by the Institute;
- Attend NORDIK Team meetings.

Working Conditions: The hours of work will be 35 hours per week. Working hours are 9:00 a.m. - 5:00 p.m., Monday to Friday with some flexibility in working hours permitted. The position is 8 weeks in duration and will start May 30.

Fields of Study: Sociology, Anishinaabe or Indigenous Studies, Community Development, or another related field in the Social Sciences or Humanities.

Wage: \$17.00/hour x 35 hours/per week x 8 weeks

Deadline for applications: May 20, 2022, 4:30 p.m.

### Required Skills

To be eligible to participate in the Canada Summer Jobs initiative, individuals must:

- Be between 15 and 30 years of age at the start of the employment;
- Be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### Other Requirements

- Research skills, including previous experience with literature reviews and secondary data collection
- Knowledge of Indigenous cultures
- Strong organizational and time management
- Excellent verbal and written communication
- Excellent social media skills
- Knowledge of grant/proposal writing

- Familiarity with various media outlets and social media
- Experience with Microsoft and/or G-Suite Applications
- Can work independently and cooperatively

### **How to Apply**

Please send cover letter and resume to: [sean.meades@algomau.ca](mailto:sean.meades@algomau.ca)

NORDIK Institute, 1520 Queen Street East, Sault Ste. Marie, ON P6A 2G4 [www.nordikinstitute.com](http://www.nordikinstitute.com)

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