|  |  |
| --- | --- |
| **Title of Position** | Research Assistant |
| **Department** | Office of Applied Research and Innovation |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.03 Prepare and/or complete basic documents, reports and/or presentations. Programs used could include: Adobe Acrobat, Office 365 and Microsoft Apps such as Excel, Word, PowerPoint, Visio and Forms

1.04 Assist with maintaining accurate and complete records and information on file

1.06 Assist with scheduling of meetings, special events and general office activities

1.08 Collect, compile, record and/or consolidate data/information (ie. statistical purposes)

1.11 Prepare and print mailing lists

2.00 Contribute to the creation of visual and written content for digital media (blogs, social channels such as Facebook, Twitter, Instagram, LinkedIn)

2.03 Assist with developing print content such as posters, brochures and other marketing related materials

2.08 Participate in promotional activities

3.07 Assist with field observations and/or assessments

4.00 Assist with project related work as required

4.01 Participate in applicable orientation and training sessions as required

4.02 Attend and participate in meetings as required

4.08 Assist with attracting and recruiting volunteers

4.15 Assist with the research and evaluation of human studies

10.00 Other duties as required

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Ability to work with and maintain confidential records
* Good proficiency with Microsoft Office Suite
* Good organizational skills, with the ability to multi-task
* Ability to use common office equipment
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Capacity to work independently
* Good research skills

**Additional Information** *(ie. special equipment or travel)*