



### Research and Administrative Assistant Intern

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

#### **Primary Function:**

NORDIK Institute is an innovative, community-based research hub dedicated to building healthy, resilient communities. We currently seeking a **Research and Administrative Assistant Intern** to provide support to a number of research initiatives under the supervision of the Director of Research, Dr. Tamanna Rimi.

#### **Key Responsibilities:**

- Conduct research activities including literature reviews, environmental scans, and data collection.
- Assist in the development of research tools such as surveys, focus group discussions.
- Support the application process for Research Ethics Board approval.
- Assist in funding application.
- Assist in data analysis, including data cleaning, processing, and visualization.
- Prepare reports and presentations summarizing research findings.
- Maintain relationships with stakeholders involved in the project.
- Attend regular supervisory and NORDIK Team meetings.
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- Attend in professional development training and activities provided by NORDIK.

#### **Skills Preferred:**

- Strong written and oral communication skills
- Strong organization and time management skills
- Experience in survey data analysis and familiarity with quantitative and qualitative analysis software (e.g., SPSS, STATA, nVivo)
- Knowledge of research methods in the social sciences
- Experience in community engagement work
- 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, Community Economic and Social Development, Political Science, Business Administration, Computer Science, 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: **Friday, September 13, 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](mailto:hire@nordikinstitute.com). Please use 'Research and Administrative Assistant Intern' as the subject line when sending your application.

For inquiries about the position and/or project, please contact Dr. Tamanna Rimi at [tamanna.rimi@algomau.ca](mailto:tamanna.rimi@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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