



## **Post-Secondary Research Assistant (Gendered and Colonial Violence project)**

**Supervised by:** Principal Investigator

**Supervises:** none

**Wages:** \$25/hour, 30h per week, 9-week contract

**Anticipated start date:** May 5, 2025

### **Primary Function:**

Under the supervision and guidance of Principal Investigator, Dr. Vivian Jimenez-Estrada, the student will support research activities for a SSHRC-funded, qualitative project on gendered and colonial violence in adherence with ethics protocols and guidelines.

- Assist with the preparation of any required documents including conducting literature reviews;
- Assist in travel coordination;
- Organize meetings and note-taking for the research team;
- Arrange for translation of documents (Spanish/English and vice versa);
- Assisting with the preparation of proposals, progress, and final reports;
- Assisting with project coordination and administration of research activities;
- Ensure clarity, cohesion, and a high standard of technical execution;
- Support creative and design aspects of the project, including updating the content of a website);
- Other administrative tasks as required (keep track of expenses and reimbursements).

### **Qualifications:**

- Demonstrated experience conducting literature reviews an asset;
- Successful completion of qualitative research methods courses/training an asset;
- Basic proficiency in Spanish an asset;
- Demonstrated ability to design posters, websites;
- Demonstrated experience in engaging with Indigenous communities and knowledge perspectives (courses, papers, volunteering, community involvement);
- Able and willing to work in person, onsite in Sault Ste. Marie and surrounding areas (*no remote work* will be offered);
- Between 15 and 30 years of age (inclusive) at the start of employment;
- 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 according to the relevant provincial or territorial legislation and regulations.
- International students are not eligible.

**Application Deadline:** Open until filled.

Please send cover letter and resume addressed to Dr. Elaine Ho-Tassone, Director of Operations to: [hiring@nordikinstitute.com](mailto: hiring@nordikinstitute.com)

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