SFU SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

Carnegie Community Engagement Classification Office
Research Assistant Job Description
November 28, 2019

The research assistant position supports the Carnegie Community Engagement Classification Office in the collection of data and information, analysis, writing, and communication of community engagement activities across learning and teaching, scholarship, research and creative activity at SFU. The information collected will be used to complete Carnegie's Community Engagement Classification framework, identifying community-engaged partnerships and projects across SFU, existing practices and processes, and to provide recommendations to the University. The Classification is intended to support a process for institutional learning and transformation where high-quality community engagement is deeply rooted and pervasive.

As background information, SFU is one of sixteen Canadian post-secondary institutions exploring the Carnegie Community Engagement Classification to determine what a Canadian version of the classification would look like, if deemed desirable. The goal is to enable the kind of transformational change that will position Canadian colleges and universities as leaders in partnering with communities to co-create solutions to the world's emerging complex challenges.

To apply, please **email a cover letter and CV** to Milan Singh by **Dec. 18, 2019** at **carnegie@sfu.ca**. The position will begin in January 2020.

1. General Information
Supervisor and/or Project Lead: Dr. Milan Singh
Area(s) Supported: Carnegie Community Engagement Classification Office (Discovery 1)
Primary Location: Office of the Vice President Academic and Provost, SFU Burnaby
*Note: the research assistant will be expected to attend meetings on all three campuses
Start Date: January 13, 2020 (suggested start date)
End Date: June 30, 2020

2. Budget
Number of hours per week: ~30/week (negotiable)
Total number of weeks: approximately 24 paid weeks
Pay Rate: $26 (includes 4% vacation and statutory holiday pay; no medical or dental benefits)

3. Project Objectives and/or Outcomes: please list the main deliverable(s) for the project

The main objective is to assist the Associate Director with data collection and the completion of the final report for the Carnegie Community Engagement Classification framework. This will be accomplished by collecting and consolidating data and resource materials from across the university, assisting with planning, writing, and editing the report, and communicating the goals of the initiative to the university community.

4. Job Description: please provide 4-5 points that describe the tasks the RA will undertake

- Primary role is to work collaboratively with the Associate Director in a research capacity to collect and consolidate data and information for the Carnegie Community Engagement Classification framework.
- Data collection and analysis, including an analysis of existing documents, policies, survey results, etc.
- Distilling key recommendations for the university (through Carnegie Advisory Committee meetings, consultation processes, meetings, etc.).
- Contribution to the writing and editing of the report (15% of the time spent towards these tasks).
- Website support, key messaging, and communication (10% of time spent towards these tasks).

5. Required Skills

- Masters or PhD Candidate with strong research and analytical skills.
- Ability to collect and analyze quantitative and qualitative data (experience with SPSS or data analysis tools an asset).
- Strong written and verbal communication skills.
- Can work both independently and with a team.
- Candidate has an understanding of community engagement.
- Enjoys problem solving, collaborating and strategic planning.
- Background in equity, diversity and inclusion an asset.