

***Research Assistant Opportunity  
Research Analyst, Institutional Strategic Awards  
Office of the Vice-President Research and International***

**Position summary & project description**

Institutional Strategic Awards at SFU is seeking a Graduate Student Research Assistant to support the development of applications to the [Canada Foundation for Innovation's \(CFI\) – Innovation Fund competition](#). Proposed infrastructure projects must enable world-class research or technology development and lead to social, health, environmental or economic benefits for Canadians. Your role will be to conduct research and analyze data to help strengthen the competitiveness of SFU's proposals. For example: What is the cost of dementia on the economy? What would be the social and economic impacts if all vehicles in Western Canada were powered by fuel cells? What provincial laboratories are capable of performing Infrared and Raman Spectroscopy analyses?

SFU's Research Operations unit manages over \$160M in sponsored research income each year at Canada's fastest growing research institution. Institutional Strategic Awards - a key part of Research Operations - focuses on both seeking and managing the largest of these awards, grants and prizes. Complementing our team of Research Project Managers, ISA fields a team of writers, facilitators and advisors, who support the development of major funding proposals that are critical to achieving the objectives of SFU's Strategic Research Plan.

**Hours, pay and work schedule**

This position is for 180-300 hours of work between January and June 2022 (approximately 10-15 hours/week) with a possibility for extension. The research analyst will primarily work remotely, but will have access to a work space at SFU Institutional Strategic Awards office at the Burnaby campus as needed.

The rate of pay is \$22-25/hour (including vacation and statutory holiday pay, no medical or dental benefits) based on experience, qualifications and degree program.

**Duties and responsibilities**

- Conducting literature reviews and environmental scans
- Analyzing and summarizing data (both qualitative and quantitative)
- Researching and analyzing market demand data as well as indicators of socioeconomic benefits
- Presenting research results clearly and succinctly
- Assisting with incorporating findings, proofreading and copyediting of sections of various proposal materials
- Attending meetings (online or in-person options available) with project leads and ISA staff as needed

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**Qualifications and skills**

- Excellent secondary research skills to gather information from a variety of sources, e.g., academic literature, government databases, scientific and government reports, etc.
- Superb critical thinking skills and creativity to use information to answer broad, and often fuzzy, questions in disciplines that will likely be outside of your field of research.
- Excellent communication, organizational, interpersonal and writing skills.
- Ability to work independently and in a self-directed manner.
- Experience working with tact and discretion; working with confidential information and data.
- Currently enrolled as an SFU graduate student.
- Experience and knowledge related to equity, diversity and inclusion is an asset

**To apply:** Please submit a 1-page cover letter and a 1-2 page resumé in a single pdf attachment emailed to [javier\\_tavitas@sfu.ca](mailto:javier_tavitas@sfu.ca)

**Application deadline:** December 13th, 2021. We appreciate all replies to this position posting, however, only short-listed applicants will be contacted.