

JOB POSTING: BC20-01C

JOB TITLE: Business Research Assistant (Co-op)
STATUS: Full Time (35 hours per week)
DATE: September 2020 – December 2020
RATE: \$14.21 per hour
DEPARTMENT: Research & Innovation

JOB DESCRIPTION:

The Business Research Assistant will work on several applied research projects assisting small and medium sized businesses to solve real-world problems relating to operations management, sales, and marketing. The successful candidate will work individually and as part of a team to complete project deliverables. Hours completed during this work term may be used toward your co-operative placement hours. The Business Research Assistant will work remotely and meet regularly with Faculty Advisor(s), Research Project Manager(s), and Industry Partner(s) through virtual software systems.

PROJECTS MAY INCLUDE:

- Market Research
- Marketing Plans
- Competitive Analysis
- Target Market Identification

DUTIES AND RESPONSIBILITIES INCLUDE (BUT ARE NOT LIMITED TO):

- Meets regularly and works directly with Research Project Manager, Faculty Advisor(s) and Industry Partner(s)
- Collects, organizes and maintains organized reports of tasks completed
- Works independently and as part of a team to meet project deliverables
- Prepares and disseminates findings in the form of reports, presentations, research posters, meetings and events
- Assists in development of a work plan for each project based on overall goals set out by the Research Project Manager, Faculty Advisor and Industry Partner
- Follows tasks outlined in the work plan
- Submits reports to Research Project Manager on a bi-weekly basis

KEY COMPETENCIES:

- Exceptional report writing skills
- High level of organization and time management skills and ability to co-ordinate multiple tasks
- Experience with Microsoft Office applications (Excel, PowerPoint, Word)
- Detail oriented with respect to quality and accuracy
- Strong communication skills, both oral and written
- Ability to establish priorities and work independently
- Strong interpersonal skills
- Takes initiative to complete tasks and asks questions when required
- Demonstrates creativity in developing new ideas
- Uncompromised commitment to confidentiality
- Experience with qualitative and/or quantitative research an asset

WORKING CONDITIONS:

- This position is from September 2020 until December 2020. The opportunity for extension is based on availability of funding and project need.
- 35 hours per week between 8:30am – 4:30pm. Some evenings and weekend work may be required.

Please email your resume, cover letter and class schedule to Niagara College Research & Innovation, researchjobs@niagaracollege.ca by Friday, September 18, 2020 at 12:00pm and reference posting BC20-01C. We thank all applicants; however, only those qualifying for an interview will be contacted.