

**JOB POSTING: BUS21-01**

**JOB TITLE:** Business Research Assistant (Co-op)  
**STATUS:** Full-time (35 hours per week)  
**DATE:** April 2021  
**RATE:** \$14.42 per hour  
**DEPARTMENT:** Research & Innovation

**JOB DESCRIPTION:**

The Business Research Assistant (Co-op) 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. 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:**

- Students enrolled in Business Administration – Marketing (Co-op) and Honours Bachelor of Business Administration - International Commerce and Global Development) (Co-op) programs are encouraged to apply.
- 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:**

- On-campus work and remote work
- Access to the internet, a computer and a web camera required

Please email your resume, cover letter, transcript and class schedule to Niagara College Research & Innovation, [researchjobs@niagaracollege.ca](mailto:researchjobs@niagaracollege.ca) by **Friday, February 12, 2021 at 4:00pm** and reference posting BUS21-01. We thank all applicants; however, only those qualifying for an interview will be contacted.