

JOB POSTING: BC021-01

JOB TITLE: Business Research Assistant
STATUS: Part-time (15 hours per week)
DATE: September 2021 – December 2021
RATE: \$14.56 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 2021 until December 2021. The opportunity for extension is based on availability of funding and project need.
- 15 hours per week between 8:30am – 4:30pm.
- Niagara College has a COVID-19 Mandatory Vaccinations for Campus Access Policy. All employees are required to provide proof that you are fully vaccinated.

Please email your resume, cover letter and class schedule to Niagara College Research & Innovation, researchjobs@niagaracollege.ca by Friday, September 24, 2021 at 12:00pm and reference posting BCO-21- 01. We thank all applicants; however, only those qualifying for an interview will be contacted.