

JOB POSTING: BCIC23-01

JOB TITLE: Business Research Assistant
STATUS: Part-time (15 hours per week)
DATE: January 2023 – April 2023
RATE: \$16.57 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 marketing strategy and promotions. 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 or internship placement hours. The Business Research Assistant will work remotely and meet regularly with Research Leads, Research Program Manager(s), and Industry Partner(s) through in person and meetings virtual software systems.

PROJECTS MAY INCLUDE:

- Promotions Plan
- Market Research
- Marketing Plans
- Target Market Identification
- Competitive Analysis
- Integrated Marketing Communication

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

- Meets regularly and works directly with Research Program Manager, Research Leads 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, meetings and events
- Follows tasks outlined in the work plan
- Submits reports to Research Program Manager

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 including development of marketing mock-ups
- Uncompromised commitment to confidentiality
- Experience with qualitative and/or quantitative research an asset

WORKING CONDITIONS:

- This position is from January to April 2023. The opportunity for extension is based on availability of funding and project need.
- 15 hours per week between 8:30am – 4:30pm.

Please email your resume, cover letter and class schedule to Niagara College's Research & Innovation division at researchjobs@niagaracollege.ca by Friday, January 20, 2023 at 12:00pm. Please use Business Research Assistant in the subject line.

We thank all applicants; however, only those qualifying for an interview will be contacted.