

JOB POSTING: BCIC25-01

JOB TITLE: Business Research Assistant
STATUS: Part-time (15 hours per week)
DATE: September 2025 – December 2025
RATE: \$18.00 per hour
DEPARTMENT: Research & Innovation

JOB DESCRIPTION:

The Business Research Assistant will work on several applied research projects assisting small and medium sized businesses, developing their marketing strategy to be successful in the marketplace. 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 at the Daniel J Patterson campus in Niagara on the Lake.

PROJECTS MAY INCLUDE:

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

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

- Meets regularly and works directly with Associate Director, 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 Lead and Associate Director

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 to December 2025. 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 Friday, September 19th, 2025 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.