

Internal/ External Job Posting **Research and Administrative Assistant** (Part-Time)

Description: The Research and Administrative Designated Assistant is responsible for providing research and administrative support to the Campaigns, Research, and Policy Coordinator.

The Simon Fraser Student Society is an equal opportunity employer.

This is a part-time (up to 15 hours per week) designated assistant position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.40 per hour with additional benefits as defined in the Collective Agreement.

Goal: To support the work of the Campaigns, Research, and Policy Coordinator as indicated in the description above.

Working Relationship(s)/Role in Organizational Structure: The Research and Administrative Designated Assistant works under the supervision of the Campaigns, Research, and Policy Coordinator.

Duties and Responsibilities:

1. Assists and participates in the research, analysis, development, and evaluation of topics assigned by the Supervisor
2. Analyzes and organizes technical data and reports into summaries for Supervisor's review
3. Maintains records and prepares reports as required
4. Performs other tasks as needed

Required Skills and Experience:

1. Excellent, demonstrated qualitative and quantitative research skills
2. Ability to collect, organize, analyze, and present data
3. Excellent oral and written communication skills
4. General computer literacy and strong familiarity with Microsoft and Google suites
5. Skill in organizing and maintaining records
6. Ability to analyze and adhere to guidelines and procedures

Assets:

1. Completed or pursuing a degree in Economics, Statistics, Policy, Planning, or Business, or relevant experience.

To apply, email your cover letter, resume, and availability to jobs@sfss.ca citing that you are applying for the **Research and Administrative Assistant** position in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be received no later than **9:00 AM (PST) October 12th, 2018**. Desirable start date: as soon as possible. Applicants must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted. **(End date: April 30th, 2019)**.