Ontario Graduate Students' Alliance

Research and Policy Development

Job Description

Position: Research and Policy Development

Reporting to: OGSA President

Term of Employment: Contract-based, 6 months part-time

Compensation: $25-30/hour

Posted: September 24, 2013

Closing: October 11, 2013

Applications must include: Cover letter, resume, writing sample (max 2 pages)

Submit application to: Michael Makahnouk (mak@uwaterloo.ca)

Position Profile:

Reporting to the President, the researcher will develop policy documents, specifically related to graduate student education in the Province of Ontario. This position will require the successful candidate to be able to work independently and complete projects in a timely fashion. Projects will range from political issue briefs to comprehensive reports and policy documents.

The position may also require some writing for external audiences.

Hours to complete specific projects will vary and will be negotiated with the President as needed. Total hours worked per week are negotiable with an expected average of 10 hours per week minimum for the duration of the contract.

The position will be reviewed by the President after 6 months, with the possibility of renewal.

Qualifications:

- Strong academic background in public policy, political science, communications
- Motivated and enthusiastic
- Should possess a graduate degree (e.g. M.A./M.Sc. minimum)
- A keen interest in graduate education related issues and knowledgeable of graduate studies in Ontario
- An understanding of the Government of Ontario and post-secondary landscape
- Excellent knowledge of Microsoft Office (Word, Excel, and Powerpoint)
- Excellent English written and oral communication skills, French or additional languages an asset
- Ability to work as a team member
- Ability to work independently and collaborate remotely
- Experience writing policy briefs
- Past involvement in student government and knowledge of how student governments operate would be an asset

Responsibilities:

- Gather, read, analyze, and interpret topical post-secondary education research, studies, and policy documents
- Provide research support to members
- Develop, coordinate, and manage OGSA research initiatives based upon strategic direction given by the membership
- Develop position statements/papers
- Teleconference and in-person meetings as required

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.