

Date: June 5, 2023

Job Title: Undergraduate Research Assistant (1 position available)

Reports to: Dr. Naila Keleta-Mae, Principal Investigator, Black And Free, Dorothy Killam Fellow, Tier 2 SSHRC Canada Research Chair, and Associate Professor, Department of Communication Arts, University of Waterloo.

Compensation: \$22 CAD per hour; maximum 10 hours per week

Start Date: July 17, 2023

End Date: March 31, 2024

Application Deadline: June 26, 2023

Application Submission: Email blackandfree@uwaterloo.ca. Include: 1) job title in the subject line; 2) one-page cover letter (with brief personal reflections on the topic of blackness of freedom); 3) curriculum vitae; and 4) 2–3-page writing sample (any genre of writing, course assignments accepted).

Background Information: Principal Investigator, Dr. Naila Keleta-Mae's research-creation project *Black And Free* is a dynamic multi-year project that brings together artists, students and public and private sector partners. The project examines (through research, scholarship and art) what Black expressive culture teaches us about blackness and freedom.

Primary Purpose of Role: The Undergraduate Research Assistant (UG) will work directly with the PI to: 1) provide administrative support for the production and dissemination of a series of short videos on blackness and freedom; 2) provide editorial assistance and support on publication materials related to blackness and freedom

Key Responsibilities:

- Attend regular synchronous virtual meetings with PI
- Update PI regularly on work progress
- Track tasks and meetings in the research project MS TEAMS channel
- Schedule and attend meetings with artists and collaborators
- Work with PI, artists, and research team to facilitate research, production and distribution of video series
- Prepare and manage video production schedule
- Prepare, submit and track expense claims
- Prepare social media content
- Editorial assistance with academic publications

Position Requirements

Education:

- Must be a full-time undergraduate student in the Faculty of Arts at the University of Waterloo

Skills and Experience

- Excellent writing skills
- Excellent administrative skills

The following experience are assets that should be noted in the application package:

- Previous research assistant experience
- Previous administrative experience
- Experience working in film and/or video
- Other artistic experience (ie. theatre, music, dance, visual art etc.)
- Experience with MS Office (ie. Teams, Outlook Calendar, Word, Excel etc.)

Equity Statement: The University of Waterloo is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge that we live and work on the traditional territory of the Neutral, Anishinaabe and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.

The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism, and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as Black, First Nations, Métis and/or Inuit/Inuk, racialized, a person with a disability, women and/or 2SLGBTQ+.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Waterloo is committed to accessibility for persons with disabilities. If you have any application, interview, or workplace accommodation requests, please contact Black and Free at blackandfree@uwaterloo.ca or 519-888-4567, ext. 42198.