**Research positions- job posting recommendations and sample posting**

On page two you will find a sample posting you can use. Simply change the information to reflect the position you’re hiring for and your needs.

 **Please read the following information first to ensure your posting meets all the criteria set forward by TRAC and CARE .**

All TRAC positions must be posted for a minimum of 5 days.

All CARE position must be posted for a minimum of 10 business days.

All postings must include the following:

 • Posting period

 • Position title

 • Brief description of duties

 • Qualifications of the generic job description and / or specific qualifications if required

 • Principal Investigator or Immediate Supervisor

 • Salary information and classification

 • Planned start and end date of appointment

 • Application instructions

 • The University’s Employment Equity statement

 • Testing if required (care only)

For information purpose only:

 • Usual work schedule

 • Approximate number of weekly hours of work

 • Usual work location if outside of Montréal

**Be sure to post the hourly rate in accordance with the Union approved hourly rates**

**TRAC**

[https://www.concordia.ca/content/dam/concordia/services/hr/docs/agreements/trac-TA-RA-wages-20210623-(A1-A2)-ENG.pdf](https://www.concordia.ca/content/dam/concordia/services/hr/docs/agreements/trac-TA-RA-wages-20210623-%28A1-A2%29-ENG.pdf)

**CARE**

[**https://www.concordia.ca/content/dam/concordia/services/hr/docs/agreements/CARE\_RATES\_June\_1\_2021\_English.pdf**](https://www.concordia.ca/content/dam/concordia/services/hr/docs/agreements/CARE_RATES_June_1_2021_English.pdf)

**SAMPLE JOB POST TEMPLATE**

**CARE Research Assistant Job in the XYZ Research lab**

**Application deadline:** August 21st, 2022

**Start date:** September 1st, 2022 **End date** December 22nd, 2022 **Salary:** $24.00 per hour

**Hours per week:** 15

**Position title:**  Research Assistant

**P. I or immediate supervisor:** Dr. XYZ

**Job description:** Reporting to XYZ, the candidate will be responsible for carrying out research tasks related to project XYZ.

**Responsibilities will include:**

* Assist in research tasks
* Report finding to supervisor
* Participate in team projects and other activities as required

 **Qualifications/skills required:**

* Undergraduate degree in a field pertinent to the primary responsibilities with two years of related work experience.
* Good spoken and written French and English (Level 4)
* Demonstrated ability to prioritize work and meet deadlines.
* Strong interpersonal and organizational skills.
* ability to interact effectively with faculty and staff.
* good communication skills with the ability to work independently and as part of a team.

**Testing required:**

The language skills of qualified candidates may be tested.

**How To Apply** :

Please send your CV and cover letter to xyz@concordia.ca by the posting end date of August 21st, 2022.

***\*The position is subject to all conditions outlined in the CARE collective agreement***

[***https://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/care-ra.html***](https://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/care-ra.html)

***or***

***\*This position is subject to all conditions outlined in the TRAC collective agreement***

[*https://www.concordia.ca/content/dam/concordia/services/hr/docs/agreements/trac-TA-RA-wages-20210623-(A1-A2)-ENG.pdf*](https://www.concordia.ca/content/dam/concordia/services/hr/docs/agreements/trac-TA-RA-wages-20210623-%28A1-A2%29-ENG.pdf)

**Employment Equity**:
*Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications.*