



Posted June 17, 2020

Leadership Essentials Evaluation Project Research Assistant

Number of positions	1
Contract	July-October 2020
Salary	\$27.65/hour
Approximate hours	Up to 300 hours
Location	Working from home

GradProSkills is seeking a research assistant to help us evaluate our [leadership essentials workshop series](#). The role will be an opportunity to collaborate with internal and external experts on the implementation of an evaluation framework and prepare a report with recommendations to improve our leadership training. If you have experience in program evaluation and an interest in leadership development then we invite you to apply to join the GradProSkills team.

The Research Assistant will be responsible for analyzing the results of an online survey and supporting the data collection and analysis of focus groups and interviews. This role will also work with leadership and evaluation experts to prepare a final report that summarizes the results of this evaluation and recommendations for program improvements.

Requirements:

- **MUST** be a graduate student, enrolled in a Concordia graduate program from September to December 2020.
- Proven research capabilities to analyze and draw conclusions from data collected by survey, interview and focus groups.
- Excellent written communication in English and preferably prior experience in report writing.
- Strong organizational skills and time management skills to work independently from home.
- Knowledge of program evaluation methods and best practices.
- Knowledge of best practices in adult learning.
- Strong interpersonal skills to communicate with project team members and research subjects.
- Attention to detail.
- Familiarity and interest in leadership development considered an asset.
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Teams).

Application process:

- Interested applicants must submit, by email, their resume with a cover letter before the deadline: **Monday, July 6, 2020 at 11:59pm.**
- **If applying for multiple positions, you must submit a separate email for each position.** Applicants are expected to tailor their resume and cover letter for each position.
- Applications must be sent to: gradproskills-jobs@concordia.ca. **Please use the position title as the subject.**
- We would like to thank all interested graduate students for their applications. **Only those candidates selected for an interview will be contacted before July 31, 2020.**
- If selected for the position, we will require approval from your Graduate Program Director or graduate program supervisor to confirm you are in good academic standing and that the time commitment of the position will not interfere with your program requirements.