Job Opportunity for Research Assistant

Start date: July 21, 2025
Salary: The compensation for this position will follow Research Assistant hourly wages as required by the Concordia Association of Research Employees (CARE) union.
Duration: July 21, 2025 to February 27, 2026
Location: Remote
Deadline for application: July 11, 2024, 5 pm (EST)

Concordia University, in collaboration with Open North, is seeking an exceptional individual, inclined towards both theory and practice, to fill the need for a Research Assistant position as part of an interdisciplinary team working towards the development of a Climate Data Hub in Montreal. The individual will support the work of Open North towards designing and implementing a data governance framework for the Climate Data Hub.

The Research Assistant will assume a hands-on role and assist in supporting and delivering an applied research project related to cross-sectoral data collaboration in the climate action ecosystem of Greater Montreal.

The Research Assistant is required to be able to interact with and learn from other disciplines and their scholarly output. A strong affinity for reading and critical thinking is a must in this role.

The Research Assistant will be directly supervised by the Executive Director and a senior Program Manager at Open North.

Responsibilities include but are not limited to:
- Support the design and execution of climate data hub activities. For example, activities related to the development of a data governance framework, use cases, data challenges, etc. in collaboration with partners;
- Track data and technological and innovative trends in the climate action space;
- Conduct desk research on data collaboration, data governance and data management
- Track project progress, measure outcomes, and contribute to program reporting;
- Maintaining good relationships, effective communication, and timely follow-up with the Next Generation Cities Institute, hub partners and funders;
- Coordinate and participate in regular meetings with project partners as required;
- Develop communication projects for external audiences;
- Perform other duties and responsibilities as assigned.

The most competitive candidates will demonstrate the following skills and experience:

- A strong foundation in qualitative and quantitative research methods, systems analysis and data science, demonstrable through work experience, research, or their project portfolio;
- Demonstrable analytical or research experience in a professional or graduate-level research setting;
- Ability to work across disciplines within the team, communicate and synthesize their findings both verbally and in writing with non-technical colleagues;
- An understanding of communications and digital marketing;
- Ability to work in an interdisciplinary team with diverse backgrounds;
- Problem-solver, oriented towards results and focused on quality;
- Work both independently and as a strong team player with an aptitude for working in a collaborative environment;
- Strong interpersonal skills.

The following will be considered additional assets:

- Experience working within the development of a data collaborative
- Experience working with climate data across sectors
- A working knowledge of Canadian municipal government structures and operations
- Experience with civil society and non-profit organizations

Languages:

- Professional proficiency in English <u>required</u> (spoken and written)
- Professional proficiency in French <u>desired</u> (spoken and written)

Work conditions:
- This opportunity is remote.
- Part-time position (approximately 10-15 hours per week)
- Work hours are flexible around other commitments
- The compensation for this position will follow Research Assistant hourly wages as required by the Concordia Association of Research Employees (CARE) union.
- Contract duration of approximately 7 months

About the organization
Concordia University is a [next-generation university](), continually reimagining the future of higher education. Located in the vibrant multicultural city of Montreal, Concordia is the top-ranked university in North America founded within the last 50 years and annually registers some

51,000 students through its innovative approach to experiential learning and cross-functional research.

Employment Equity

Concordia University is committed to employment equity and encourages applications from women, Aboriginal peoples, racialized people, and persons with disabilities.

Application procedure

The applicant must be legally entitled to work in Canada. Applicants are requested to submit a curriculum vitae and a cover letter describing how their skills and experiences meet the requirements of the overall role. Documents should be combined in a single PDF file. Applications should be sent via email with 'Research Assistant' in the subject line to wendy.kuo@concordia.ca by July 11, 2024, 5:00 pm (EST). Interviews will be held online. Only selected candidates will be contacted.