



Canadian Alliance of Student Associations Position Profile:  
*Research Assistant (Student)*

Position:	Research Assistant
Reporting to:	Executive Director
Organization Status:	Part-time (10-15 hours/week), 10 weeks
Compensation:	\$15.00 - \$20.00/hr, commensurate with experience
Posted:	December 7, 2020
Closing:	January 10, 2021
Start Date:	TBD
Applications must include:	Cover letter, Resume, writing sample
Submit application to:	<b>hiring@casa.ca</b>

The Canadian Alliance of Student Associations (CASA) is a not-for-profit representing 23 student governments and their 275,000 student members to the federal government of Canada. CASA advocates for a post-secondary education system that is accessible, affordable, innovative and of the highest quality.

**Position Profile:**

Reporting to the Executive Director, the Research Assistant will support a variety of research and government relations projects related to students and post-secondary education. The position will require the regular completion of research tasks and a variety of writing projects for both internal and external audiences. The intern will also be expected to support CASA's advocacy and communications efforts.

**Qualifications:**

- Strong communication skills (written and oral)
- Strong research skills (qualitative and quantitative)
- Pursuing a post-secondary degree or certificate
- General understanding of government and politics in Canada
- Ability to use the Mac OS, Google Drive
- Ability to work in a collaborative team environment
- Ability to follow instructions and see a task through to completion

**Asset Skills and Qualifications:**

A strong background or relevant experience in the post-secondary education sector

Past involvement in student government and knowledge of how student governments operate  
Experience with the political process at the federal or provincial level  
Experience working on policy issues associated with equity-seeking groups  
Bilingualism in both official languages  
Experience with content management systems (CMS) such as Wordpress or NationBuilder

**Responsibilities:**

Research (70%)

- Gather, read, analyze, interpret, and synthesize topical post-secondary education research, studies, and policy documents
- Consult a diverse range of sources, critically examine content, and synthesize arguments
- Provide research support to CASA's staff and membership
- Provide research and writing support for government briefing packages, presentations, public relations materials, reports, and other CASA publications

Office Maintenance (15%)

- Contribute to CASA's resource base through the ongoing identification of useful and relevant PSE materials
- Help organize files and research materials

Additional Responsibilities (15%)

- Participate in conference planning
- Participate in CASA's communications and advocacy efforts
- Other responsibilities as assigned by the Executive Director

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All applications to be submitted electronically by: January 10, 2021

Interested candidates are asked to submit to [hiring@ casa. ca](mailto: hiring@ casa. ca), their:

Cover letter

Resume

Writing Sample, maximum 3 pages

All responses will be handled in the strictest confidence; however, only those who have been selected for an interview will be contacted. Interviews can be conducted using Zoom, to respect social distancing.

CASA is committed to employment equity and diversity, and encourages applications from all qualified candidates. This includes women, persons with disabilities, members of visible minorities, Indigenous persons, individuals of diverse gender and sexual orientation, and all groups protected by the Human Rights Code. CASA also offers accommodations throughout the recruitment process, as needed. If you have accommodation needs at any stage of the recruitment process, please inform us as soon as possible.