Job Description

Job Title:	Research Associate
Department:	Work-Learn Institute
Reports To:	Associate Director, Work-Learn Institute
Jobs Reporting:	Research Assistant (co-op student role)
Salary Grade:	USG 8-10
Effective Date:	April 2022

Primary Purpose

The Work-Learn Institute (WxL) is central to advancing the University of Waterloo as a global leader for research and knowledge mobilization on the impacts of co-operative education and work-integrated learning (a defining component of the UW brand). WxL is a living lab based on UW's decades of experience as leaders in co-operative education. Its mandate is to investigate the development of talent for a complex future through work-integrated learning and it has three main areas of work: establishing quality standards for the field, conducting research based on the largest dataset in the world, and innovating new WIL models and program delivery.

The Research Associate is responsible for conducting and disseminating high-quality research in ways that generate insights relevant to the theory and practice of work-integrated learning, both within the University of Waterloo and broader work-integrated learning community.

Key Accountabilities

Conducting Research

- Develop and execute a comprehensive and rigorous research agenda that generates meaningful, relevant, and valuable insights regarding work-integrated learning theory and practice.
- Conduct research on a broad range of topics within the field of work-integrated learning.
- Conceptualize and execute a program of theoretically and methodologically rigorous research.
- Carry out statistical analyses using existing statistical software packages
- Analyze qualitative data, such as thematic coding of interview transcripts
- Summarize research findings
- Support the Associate Director in the preparation of applications for grants and other funding opportunities relevant to the Work-Learn Institute research agenda.
- Actively seek to develop deep knowledge of existing work-integrated learning theory.
- Author manuscripts that are to be submitted to reputable peer-reviewed journals.
- Prepare technical reports and/or book chapters that summarize current insights of interest to various stakeholders (e.g., University administrators, government officials)
- Assist in the preparation of presentations for dissemination of research at scientific meetings, workshops, and seminars at research institutions.

Advising Stakeholders on WIL Research

- Counsel stakeholders internal and external to the University on matters of work-integrated learning research and practice

- Shares meaningful insights with work-integrated learning stakeholders at relevant professional meetings and conferences (e.g., CEWIL, WACE, STLHE)

Promoting WxL and Work-Integrated Learning Research

- Present to faculty, staff and students at the University on WxL research relevant to those stakeholders.
- Present WxL research at conferences.
- Work with WxL staff, especially the Knowledge Mobilization Specialist, to maintain an online presence for WxL, including but not limited to advancement of the WxL WIL Research portal.

Supervising Research Assistants

- Manage the process of hiring co-op student Research Assistants, posting job advertisements, reviewing applications, and interviewing candidates.
- Provide day-to-day support for co-op students Research Assistants, including assignment of tasks, providing training and feedback.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Research-based Masters degree, most likely in the social sciences with application to educational or organizational research.
- Completion of a Ph.D. degree an asset.

Experience

- Two years of progressively responsible experience performing duties related to research.
- Experience developing and executing a comprehensive research agenda
- Experience in research design and methodology
- Experience with project management

Knowledge/Skills/Abilities

- Advanced technical skills in Microsoft Suite (e.g., Word, Excel, and PowerPoint)
- Advanced technical skills in advanced data analytics software (e.g., SPSS, SAS, R, AMOS, SmartPLS, NVivo)
- Advanced competencies regarding communicating research findings to academic audiences
- Strong written and verbal communication skills
- Demonstrated ability to manage and align stakeholders and their input on issues
- Advanced knowledge in one or more of the following substantive areas applicable to a work-integrated learning research agenda: educational research, organizational research,
- economic/labour research.
- Ability to work successfully with a wide range of groups and individuals (e.g., government, private sector, other researchers) an asset.

Nature and Scope

- **Contacts:** Internal contacts include the Work-Learn Institute Director, Associate Director, other Research Associates, and Research Assistant(s). Other contacts internal to the University include the

CEE leadership team, CEE management team, University researchers, Office of Research Ethics, Centre for Teaching Excellence, and other staff/faculty who are engaged in work-integrated learning research and/or practice. External contacts include staff and faculty of academic institutions in Canada and elsewhere, relevant government stakeholders at the Provincial and Federal levels, and members of cooperative and experiential education organizations.

- **Level of Responsibility:** In consultation with the Associate Director, responsible for projects relevant to the Work-Learn Institute research agenda. Through research, has ability to influence experiential education at the University and elsewhere. Operates with self-direction.
- **Decision-Making Authority:** Required to solve complex conceptual and theoretical problems related to the design and execution of research projects. Required to solve practical problems with implementing and advancing research studies. Makes decisions about study design independently and in consultation with the Associate Director.
- **Physical and Sensory Demands**: Exposed to a high variety of mental demands, including but limited to solving complex conceptual and practical problems with limited time to do so. May be exposure to periods of prolonged sitting and screen time while working. Exposed frequently to dynamic social situations.
- **Working Environment:** Works in an office environment. Works with frequent exposure to stressful situations, especially involving research-related deadlines (e.g., grant application deadlines). Occasional domestic and/or international travel may be required.