

JOB POSTING: BCIC24-01

JOB TITLE: Business Research Assistant
STATUS: Part-time (15 hours per week)
DATE: January 2024 – April 2024
RATE: \$16.74 per hour (under review)
DEPARTMENT: Research & Innovation

JOB DESCRIPTION:

The Business Research Assistant will work on several applied research projects assisting small and medium sized businesses to solve real-world problems relating to marketing and promotions. The successful candidate will work individually and as part of a team to complete project deliverables. Hours completed during this work term may be used toward your co-operative placement hours. The Business Research Assistant will work remotely and meet regularly with Research Leads, Research Program Manager(s), and Industry Partner(s) through virtual software systems.

PROJECTS MAY INCLUDE:

- Promotions Plan
- Market Research
- Marketing Plans
- Target Market Identification
- Competitive Analysis
- Integrated Marketing Communication

DUTIES AND RESPONSIBILITIES INCLUDE (BUT ARE NOT LIMITED TO):

- Meets regularly and works directly with Research Program Manager, Research Leads and Industry Partner(s)
- Collects, organizes and maintains organized reports of tasks completed
- Works independently and as part of a team to meet project deliverables
- Prepares and disseminates findings in the form of reports, presentations, meetings and events
- Follows tasks outlined in the work plan
- Submits reports to Research Program Manager

KEY COMPETENCIES:

- Exceptional report writing skills
- High level of organization and time management skills and ability to co-ordinate multiple tasks
- Experience with Microsoft Office applications (Excel, PowerPoint, Word)
- Detail oriented with respect to quality and accuracy
- Strong communication skills, both oral and written
- Ability to establish priorities and work independently
- Strong interpersonal skills
- Takes initiative to complete tasks and asks questions when required
- Demonstrates creativity in developing new ideas
- Uncompromised commitment to confidentiality
- Experience with qualitative and/or quantitative research an asset

WORKING CONDITIONS:

- This position is from January to April 2024. The opportunity for extension is based on availability of funding and project need.
- 15 hours per week between 8:30am – 4:30pm.

Please email your resume, cover letter and class schedule to Niagara College's Research & Innovation division at researchjobs@niagaracollege.ca by Friday, January 26, 2024 at 12:00pm. Please use Business Research Assistant in the subject line.

We thank all applicants; however, only those qualifying for an interview will be contacted.