



OSHKI-PIMACHE-O-WIN: THE WENJACK EDUCATION INSTITUTE

POSITION DESCRIPTION

Position Title:	Researcher
Hours of work	09:00-17:00
Location:	Centennial Square
Reports to:	Vice President
Appointment:	Contract
Salary:	\$61,250

WHO WE ARE:

OSHKI-WENJACK's mission is to achieve excellence as a leader in the innovative design and delivery of quality post-secondary and training programs which meet the holistic educational needs of Nishnawbe Aski Nation and other learners in a safe, inclusive, supportive, and culturally enriched learning environment.

VISION STATEMENT:

OSHKI-WENJACK is the Institute of choice for Indigenous learners and provides holistic, expert-designed, and accredited post-secondary education. OSHKI-WENJACK builds self-awareness in learners and empowers them to contribute to the community, economic and cultural growth of Nishnawbe Aski Nation and other communities.

POSITION SUMMARY

Under the supervision of the Vice President, the Researcher will be responsible for data analysis and report writing. We are looking for a highly energetic and skilled individual for a contract as **Researcher**. If you are the successful candidate, you will have an opportunity to contribute to our exciting growth by evaluating and assessing our work in increasing access to, and success in, postsecondary education to learners living in remote and rural locations.

KEY RESPONSIBILITIES

- Gather, summarize and analyze data
- Data analysis using qualitative and quantitative research studies/methodologies.
- Report writing
- Researching Ojibwe language immersion
- Curriculum development

COMPETENCIES REQUIRED

Specific Knowledge:

- Ability to plan and manage research projects
- Data management skills
- An understanding how to elaborate a contextual framework
- Prepare and validate data

Skills and Attributes

- Excellent organizational and time management skills
- Able to self-direct own work tasks
- Strong communication skills that include verbal, written, listening and public speaking
- Strong computer skills including the ability to operate spreadsheets, word processing programs, survey software, as well as a database at a high proficiency level.

QUALIFICATIONS AND REQUIREMENTS**Education**

- Post-secondary education (Masters preferred) with coursework in quantitative and qualitative research studies/methodologies.

Required

- Previous experience carrying out mixed methods research projects.

WORKING CONDITIONS

- Office setting
- Extended periods of screen time

HEALTH & SAFETY

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards; and all incidents and injuries; as well as co-operating with any measures introduced in the workplace to improve health and safety.

Conditions of Employment**Schedule:**

- Flex shifts
- Day shift
- Monday to Friday

Experience:

- 2 years

Employment is subject to:

- Proof of Education requirements
- Must be willing to work a flexible 35-hour work week.

- This position shall be conditional upon a satisfactory Criminal Record and Judicial Matters Check (CRJMC) where indicated, to ensure the absence of relevant criminal convictions.
- Oshki-Wenjack is committed on implementing measures to protect its community members, staff, and other stakeholders from COVID-19. As a result, Oshki-Wenjack has implemented a mandatory vaccination policy. Exemptions will be made for those with a valid medical exemption; proof of the exemption will be required.

The above statements are the general functions of the position and should not be interpreted as a detailed description of all the work requirements that may pertain to the job. This position description will be reviewed on an annual basis and may be subject to change.

Preference may be given to:

Individuals of Indigenous (First Nations, Metis, or Inuit) ancestry.
(Section 18 of the Human Rights Code of Ontario)

Closing Date: Until filled.

Individuals who feel they are qualified are invited to submit a cover letter (quoting the above position title) along with a current resume.

HR@OSHKI.CA

Please write the title of the position you are applying for in the subject line of the email.

We thank all those who apply, however only those selected for an interview will be contacted.