

## **Service Canada: Canada Summer Jobs**

### **Job Description: Education Researcher**

#### **I. Overview of Position**

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|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Summary             | The Education Researcher (“ER”) works under the supervision of the Manager of Academic Affairs in the ongoing development of TMI’s unique academic programming and culture. The ER identifies pertinent tools, creates and offers workshops, supports key committees, and helps TMI’s course designers with their academic research. |
| 2. Reporting structure | The Education Researcher reports directly to the Manager of Academic Affairs.                                                                                                                                                                                                                                                        |
| 3. Tenure              | This is an eight-week contract, which may not be renewed.                                                                                                                                                                                                                                                                            |
| 4. Presence            | Full time: 35 hours per week.                                                                                                                                                                                                                                                                                                        |
| 5. Compensation        | \$17/hour.                                                                                                                                                                                                                                                                                                                           |
| 6. Starting Date       | 16th May 2022.                                                                                                                                                                                                                                                                                                                       |
| 7. Requirement         | Applicant must be aged 30 or younger.                                                                                                                                                                                                                                                                                                |

#### **II. Responsibilities**

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|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Research tools                    | Identify research tools to support online teaching for TMI’s course leaders.                                                                                                                                                                                                                                    |
| 9. Workshop on online research tools | Create and deliver a workshop to assist online research for TMI’s course designers. <ul style="list-style-type: none"><li>- Identify important tools for online academic research.</li><li>- Build an effective lesson plan for the workshop.</li><li>- Deliver the workshop.</li></ul>                         |
| 10. Support key committees           | The ER will directly support TMI’s two academic committees—the Curriculum Committee (“CC”) and the Accreditation Committee (“AC”). <ul style="list-style-type: none"><li>- Attending CC and AC meetings.</li><li>- Keeping essential documents up to date.</li><li>- Creating and delivering reports.</li></ul> |
| 11. Member of TMI’s office team      | The ER will be a full member of TMI’s administrative staff and will be expected to participate and contribute accordingly. <ul style="list-style-type: none"><li>- Attend TMI staff meetings, etc.</li></ul>                                                                                                    |
| 12. Assist in academic research      | The ER will, as required, assist TMI’s course designers in their academic research. <ul style="list-style-type: none"><li>- Finding key documents.</li><li>- Assembling reports and overviews.</li><li>- Building bibliographies.</li></ul>                                                                     |
| 13. Other projects and tasks         | Other related projects and tasks as directed.                                                                                                                                                                                                                                                                   |

### III. Qualifications

14. Core qualifications
- a. *Degree*. D.E.C. preferred; advanced degrees appreciated.
  - b. *IT*. Superior fluency with basic computing concepts and standard office software required (e.g., email, document management, calendaring, word processing, spreadsheets, etc.).
  - c. *Bilingual*. Professional proficiency in both English and French required.
  - d. *Administrative experience*. All administrative experience will be valued.

### IV. Working at TMI

15. Institutional values
- Understanding of and commitment to the following values are essential.
- a. *Curiosity*. At TMI, this is more important academically than factual correctness or argumentative rigor. We value correctness and rigor very highly; we just value curiosity more.
  - b. *Community*. We are a democratic community of adult learners, and we make our courses available to any and all who wish to participate.
  - c. *Openness*. We strive toward intellectual openness to all people, ideas, and positions, especially those with which we disagree.
  - d. *Lifelong learning*. We are always integrating new ideas, learning new skills, and building new relationships.
  - e. *Liberal arts*. We are committed to the liberal arts and its complex tradition.
  - f. *Academic freedom*. We uphold everyone's right to free and open inquiry.
  - g. *Questioning*. We strive continually to improve the questions that instigate and shape our current perspective.
  - h. *Handling feedback*. Our commitments to critical thinking and collaboration require us to give and receive feedback graciously and constructively. We practice consensus without conformity.

**All applicants should forward their CV and cover letter to:**

**[info@thomasmore.qc.ca](mailto:info@thomasmore.qc.ca)**