

September 8, 2020

Company: Higher Education Quality Council of Ontario

Phone: (416) 212-3893

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Description of the organization:

The Higher Education Quality Council of Ontario (HEQCO) is an agency of the Government of Ontario that brings evidence-based research to the continued improvement of the province's postsecondary education system. As part of its mandate, HEQCO provides policy recommendations to the Ministry of Colleges and Universities (MCU) to enhance the accessibility, quality and accountability of Ontario's colleges and universities. Current research topics include access to postsecondary education for traditionally underrepresented groups, the enhancement of student learning opportunities and outcomes, and institutional and sector sustainability.

Internship position title: Research Intern

Location: Remote, with possibility for some in-person meetings in Toronto

Duration: 2020–21 academic year (fall and winter terms)

Type: Part-time contract position (up to 20 hours per week at \$23.50 per hour)

Job description:

HEQCO is seeking skilled postsecondary students or recent graduates to join its small and dynamic research team. We will help you develop knowledge and skills that will be useful for your career success and provide you the opportunity to familiarize yourself with the current landscape of public policy research in Ontario's postsecondary sector. You will bring enthusiasm, curiosity and a new perspective to our organization.

Reporting to one of HEQCO's research directors, the research intern may be responsible for any or all of the following:

- Conducting literature reviews, developing surveys and performing scans on topics in postsecondary education
- Writing and preparing proposals, briefings, reports, graphs, tables and presentations for HEQCO staff
- Conducting quantitative and/or qualitative data analysis
- Developing infographics
- Organizing and/or participating in meetings/webinars with external partners

As a research intern, you will be involved in a number of activities. You will collaborate with HEQCO colleagues on research projects where you will be exposed to a variety of research methods in public policy. Your work will be guided by a HEQCO senior researcher who will assist in developing your skills and knowledge; additional opportunities for informal mentorship will also be available during your internship.

Due to COVID-19, HEQCO team members are currently working remotely. Our work is facilitated using a number of online communication and collaboration tools.

Required qualifications:

- Currently enrolled in or recently graduated from (within the past year) an undergraduate, diploma/advanced diploma, graduate or post-graduate program
- A demonstrated interest in the postsecondary sector, policy, and government, particularly in Ontario
- Organized, self-motivated and able to work both independently and as part of a team in a remote work environment
- Flexible and able to adapt to research team needs as they arise
- Excellent written and verbal communication skills
- Proficiency in Microsoft Outlook, Word and Excel
- Quantitative and or qualitative research experience using software such as Stata, R or Nvivo

Preferences and assets:

- Experience using data visualization or design tools such as Tableau or Microsoft PowerBI
- Relevant work, volunteer or extracurricular experience related to postsecondary education and/or policy

Number of positions: TBD

Interested applicants are invited to submit both a cover letter and résumé electronically by **Monday, September 21, 2020 11:59 pm EDT** to the following email address: hr@heqco.ca

Your cover letter and résumé combined should not exceed three (3) pages. Attach your cover letter and résumé as one (1) PDF or Word document using the following naming format: LastNameFirstName 2020-HEQCOIntern

As part of your cover letter, please include the following:

- Identification of a current issue that you think is important in Ontario's postsecondary sector
- A brief description (125–150 words) of why the issue is important from your perspective

All interviews will take place using Zoom. Please note that only those selected to participate in the hiring activities will be contacted. If selected for an interview, you will be required to provide two (2) references for potential followup.

Due to the volume of applications that we receive, please note that we will not confirm receipt of application packages. All applicants will be contacted by email once the position has been filled. We thank you for your interest.

The Higher Education Quality Council of Ontario (HEQCO) is in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 and its regulations as applicable. To request HEQCO material in alternative formats, please contact info@heqco.ca.