Selkirk College
Selkirk Innovates

POSITION DESCRIPTION

Position Title	Research Intern – Courageous Dialogues for Classroom, Campus and Community
Department/School	Selkirk Innovates
Reports to	Jennie Barron, Project Director
Employee Group	N/A
Pay Grade	$21.97/hr + 4% in lieu (for current undergraduate students) $23.97/hr + 4% in lieu (for recent graduates or graduate students
Hours per Week	4 hours/week x 34 weeks (max)
Work Term & Requirements	November 16, 2026 – June 18, 2027 (flexible start) Hybrid (candidates must reside in British Columbia). The successful candidate must have access to their own computer, reliable internet connection, and a suitable home workspace and must also be available to work on campus when needed.
How to Apply	Submit resume and cover letter to JBarron@selkirk.ca and innovate@selkirk.ca by 4:00 pm November 6, 2026 Email subject line must read: "Application – Courageous Dialogues student research intern" See cover letter instructions below.

POSITION SUMMARY

This position is for a student research assistant to support the project: ***Courageous Dialogues for the Classroom, Campus, and Community*** (information about the project follows). The ideal candidate is a self-directed individual with substantial skills and the ability to work with minimal supervision, who is looking to gain valuable work experience in the social sector or continuing to graduate school. As a member of the research team, the student research assistant from Selkirk will be joined by a student research intern from Capilano University. Together they will observe and participate in all aspects of managing the research project and will help to maintain systems of organization and documentation, become familiar with research ethics and ethics approvals; have opportunities to do public speaking and learn group facilitation. They will benefit greatly from real-world experience working with established scholars to develop skills in collaboration, communication, and leadership.

COMMITMENT TO INCLUSIVE EXCELLENCE

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with our strategic commitment to Diversity and Inclusion, Selkirk College strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity. The Department of Applied Research and Innovation seeks qualified candidates who share our commitment to equity, diversity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from First Nations,

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Métis and Inuit peoples, members of racialized communities ("visible minorities"), persons with disabilities, women, and persons who identify as 2SLGBTQ+.

MAIN DUTIES AND RESPONSIBILITIES

- Actively participate in meetings with research team and partner organizations; take minutes
- Correspond with research participants
- Contribute to the research ethics application and development of survey questions for focus groups
- Help gather, analyze, and report on community input
- Contribute to reports and the creation of other knowledge products

QUALIFICATIONS

- Strong written communication skills, including the ability to take detailed minutes, draft workplans, develop presentations, and produce polished documents
- Strong oral communication and presentation skills, including comfort with speaking and presenting to community groups
- Proven ability to complete tasks under pressure and be flexible
- Ability to prioritize work and meet deadlines
- Strong computer skills especially with Microsoft Office applications, Zoom, Survey Monkey and social media
- Strong interpersonal, time management, and task management skills
- High level of professionalism and experience working with people
- Ability to work independently or as part of a team
- Access to a personal computer with Microsoft Office programs and a suitable workspace

RESUME AND COVER LETTER INSTRUCTIONS

Applicants are required to submit a resume and cover letter. The cover letter should include the following:

- why you are interested in the position
- how you meet the required qualifications
- how your skills and experience are relevant to the position

Cover letters can be up to two pages in length. Your cover letter will be reviewed as a sample of your writing and communication skills.