

POSITION DESCRIPTION

Position Title	State of the Basin Research Intern
Department/School	Selkirk Innovates
Reports to	Jayne Jones, Faculty Researcher
Employee Group	N/A
Pay Grade	\$21.97/hr + 4% in lieu (for current college or undergraduate students) \$23.97/hr + 4% in lieu (for recent graduates or graduate students)
Total Hours	400 hours within 4 to 6 months. (This can be part-time during the semester and move to full-time at semester end).
Work Term	Starting March 2025. Possibility to extend into a second internship of equal hours.
Location	Remote (home office)
How to Apply	Submit resume and cover letter as attachments to jjones1@selkirk.ca by March 7, 2025. Email subject line to read: "Application: State of the Basin Research Intern" See cover letter instructions on page 2.

POSITION SUMMARY

This is a student internship specifically designed for students from Selkirk College to:

- Develop professional competencies related to their course of studies
- Transfer their classroom understanding of academic concepts to well-being research.

The intern will work with Selkirk Innovates, the applied research and innovation division of Selkirk College. This internship will be remote with regular online communications with the research team.

This is a Mitacs Accelerate Internship supporting the State of the Basin research initiative. This initiative was created in partnership with Columbia Basin Trust. The State of the Basin initiative monitors and reports on indicators of social, economic, cultural, and environmental well-being in the Columbia Basin-Boundary Region. The primary goal of the State of the Basin initiative is to provide access to data that Columbia Basin-Boundary communities and organizations can use to support evidence-based decision-making, leading to improved well-being in the region. The intern will contribute to this research through data collection and analysis that supports well-being indicator development and updates. Research is published regularly on the State of the Basin website: <https://stateofthebasin.ca/>

The successful applicant will be required to enroll in the Selkirk Innovates applied research internship training program, which currently does not have a fee.

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.

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

MAIN DUTIES AND RESPONSIBILITIES

- Undertake secondary data collection (collect data from published datasets or custom data requests) for economic, environmental, social, and cultural indicators of well-being.
- Conduct data cleaning and analysis to various levels of geography.
- Conduct data review.
- Produce data visuals and written analysis summaries for indicators.
- Prepare data and analyses for publishing on the State of the Basin website.
- Contribute to State of the Basin social media, newsletters, and presentations as required.
- Work both independently and with the research team.
- Complete Mitacs Accelerate Internship paperwork and reports.

QUALIFICATIONS

- Interest in and knowledge of the geography and communities in the Columbia Basin-Boundary Region.
- Excellent computer skills in Microsoft Office Suite (Word and Excel).
- Experience with quantitative data analysis, including basic descriptive statistics.
- Strong written communication skills.
- Excellent attention to detail.
- Experience with GIS is a strong asset, but not a requirement.
- Experience with computer programming languages (i.e. Markdown, Vega & Vega-lite) is an asset, but not a requirement. Training will be provided.
- Excellent interpersonal, time management, and organizational skills.
- Demonstrated experience working independently and as part of a team.
- Proven ability to complete tasks under pressure and be flexible.
- Ability to prioritize work and meet deadlines.
- Access to personal computer with internet access and a suitable home workspace.
- Candidates from all program areas are welcome to apply, including recent graduates. Students from the School of Environment and Geomatics, especially GIS students, are encouraged to apply.

RESUME AND COVER LETTER INSTRUCTIONS

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

- Summary of why the applicant is interested in the position.
- Explanation of how the applicant’s skills and experience are relevant to the position.
- Explanation of how the applicant meets the required qualifications.

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.