

POSITION DESCRIPTION

Position Title	Research Intern: TechEdge – advancing digital adoption
Department/School	Selkirk Innovates
Reports to	Dr. Sarah-Patricia Breen (Selkirk Innovates); Priya Biswas (KAST)
Employee Group	N/A
Pay Grade	\$21.97/hr + 4% in lieu (current college / undergraduate students) \$23.97/hr + 4% in lieu (recent graduates / graduate students)
Total Hours	Approximately 400
Number of Positions	1
Work Term	September 8, 2026 – February 8, 2027 ~15-20 hours per week
Location	Remote, some travel may be required
How to Apply	Submit resume and cover letter as attachments to sbreen@selkirk.ca by 4:00 pm on August 17, 2026. Applications by email only Email subject line should read: “Application – Research Intern: TechEdge – advancing digital adoption” Cover letters must follow instructions on page 2

POSITION SUMMARY

Research internships are specifically designed for students to:

- Transfer their understanding of classroom concepts and skills to a real-life project
- Develop professional competencies related to their course of studies

The intern will be supporting the Kootenay Association for Science and Technology with the design and implementation of their TechEdge program. The TechEdge program aims to provide a practical pathway to innovative technology and AI integration curated to the reality of regional businesses and organizations. Project activities include developing a database of regional technology support service providers; engaging with service providers around the development of a qualified supplier list; engaging with regional businesses and organizations to assess their support needs; and assisting with updating the Regional Tech Sector Profile. This is an opportunity for the intern to gain in-depth and applied experience with small business and the role of technology. The ideal candidate is an organized and self-motivated individual who is interested in the intersection of technology and business management. The intern will gain valuable work experience and professional networking opportunities. The internship is open to students enrolled at or recently graduated from any post-secondary institution, so long as they reside in British Columbia.

Successful applicants will receive comprehensive training, workplans, and mentorship tailored to their roles. Training provided will include research ethics, data management, and EDI and safe workplace, and may include software training.

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. We strive to embody the values of respect, collaboration and diversity, and have 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+.

TASKS AND RESPONSIBILITIES

- Job Location: remote with some potential for travel
- Completing targeted online searches
- Database creation
- Supporting project meetings (e.g., note taking)
- Organizing interviews (e.g., scheduling, invitations)
- Conducting informational interviews and questionnaires
- Qualitative data analysis
- Clearly and professionally summarizing findings in the form of tables, briefs, presentations
- Liaising with business representatives and service providers
- Attending meetings and taking meeting minutes

QUALIFICATIONS

- Ability to engage professionally and independently with community partners
- Excellent interpersonal and time management skills
- High level of professionalism and the ability to work independently and unsupervised
- Experience with information seeking, review, summary and analysis (e.g., literature reviews)
- Experience with qualitative data collection and analysis
- Reliable with the ability to work independently, manage multiple tasks, and meet deadlines
- Discretion and professionalism
- Strong oral and written communication skills
- Access to a personal computer and a suitable home workspace
- Academic backgrounds related to business or computer science will be considered an asset
- Place based knowledge of the Kootenay Region will be considered an asset

Cover letters will be evaluated as an example of professional writing and communication skills. Cover letters written by AI will be disqualified. Cover letters should include:

- Summary of why you are interested in the position.
- Explanation of how your skills and experience are relevant to the position.
- **Cover letters can be two pages in length.**