

April 23, 2024

Company: Higher Education Quality Council of Ontario

Phone: (416) 212-3893

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Website: www.heqco.ca

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 historically marginalized groups, the enhancement of student learning opportunities and outcomes, and institutional and sector sustainability.

HEQCO is strongly committed to developing an equitable and inclusive community. We believe that diversity strengthens our work and our workplaces, and we encourage applications from Black, Brown, Asian, Hispanic and people of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2S+, gender non-binary/gender non-conforming individuals and additional intersectional and marginalized groups who may contribute to the diversification of our perspectives and ideas.

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. We invite successful candidates to inform us if they require accommodation in the workplace.

Internship position title: Research Intern
Location: Remote, with possibility for some in-person meetings in Toronto
Duration: 12 months
Type: Full-time contract position

Job description:

HEQCO is seeking recent PSE 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 and diverse 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
- Conducting interviews

- Developing infographics
- Organizing and/or participating in meetings/webinars with external partners
- Writing conference proposals
- Participating in project team meetings

As a research intern, 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 and networking with staff will be available during your internship. There will also be opportunities for professional development.

HEQCO is currently a virtual workplace and team members work remotely. Our work is facilitated using a variety of online communication and collaboration tools, including Zoom and Slack.

HEQCO hours of operation are from 9 to 5, Monday to Friday and the role is compensated at \$23.50 per hour. Research interns will be required to work and attend meetings within these time parameters.

Required qualifications:

- Recently graduated from (within the past academic year) an undergraduate, diploma/advanced diploma or post-graduate certificate program
- Quantitative and/or qualitative research experience
- 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
- Strong interpersonal skills such as collaboration, conflict management, creativity, and critical thinking
- Proficiency in Microsoft Outlook, Word and Excel

Preferences and assets:

- Experience using analytic software such as Stata, R or Nvivo
- Experience using data visualization or design tools such as Tableau or Microsoft PowerBI
- Experience using Slack, SharePoint, Zoom and Microsoft programs
- Relevant work, volunteer or extracurricular experience related to postsecondary education, research and/or policy

Number of positions: up to 3 Research Interns

Interested applicants are invited to submit both a cover letter and résumé electronically by (May 27, 2024) to the following email address: hr@heqco.ca. Your submission must be in the following format:

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 file naming format:
LastNameFirstName 2024_HEQCOIntern

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

- Identify a current issue that you think is important in Ontario's postsecondary sector
- Provide 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 follow up.

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.