



L.R. Wilson Hall: 3807-3019  
905.525.9140 ext 23038  
[productivitypartnership@mcmaster.ca](mailto:productivitypartnership@mcmaster.ca)

*Mailing address:*  
Department of Economics  
Kenneth Taylor Hall, Room 426  
McMaster University  
1280 Main Street West  
Hamilton, ON Canada L8S 4M4

**Job Title:** Research and Knowledge Translation Assistant

**Location:** Central Campus

**Job Type:** Student

**Employee Group:** Interim

**Department:** Department of Economics

**Contract Duration:** fall & winter employment with significant possibility of full-time in the summer

**Hours per week:** 10

**Work schedule:** TBD

**Supervisor:** Angela Di Nello, Research Coordinator, Department of Economics, McMaster University

### Job Description

Schedule	10 hours per week
Education level	current undergraduate or graduate student
Duration	fall & winter employment with significant possibility of full-time in the summer
Career level	Some office experience
Hourly rate	\$16

We are currently seeking a highly motivated individual to join our team as a research and knowledge translation assistant for the Productivity Partnership/Partenariat productivité. This project is headed by Dr. Mike Veall in the Department of Economics. The Partnership is a SSHRC-funded research project made up of a team of experts from the academic, private and public sectors studying Canada's productivity performance using Canadian data, mostly at the firm or workplace level.

Under the direction and supervision of the research coordinator, the research and knowledge translation assistant supports the development and implementation of research information into easily-accessible formats.

The successful candidate will be responsible for the following representative tasks:

1. Assisting with the creation and updating of website, e-newsletter and social media (Twitter and LinkedIn) content
2. Reading research papers and summarizing in plain-language
3. Assisting with the coordination of events

### Qualified candidates must be:

- A current undergraduate or graduate student at a post-secondary school
- Ability to write in English; comfortable copying and pasting French
- Knowledge of economic principles

### Additional job requirements

- Ability write in a clear and concise way to relay complicated research information to the general population
- Maturity, professional and good judgement



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- Excellent attention to detail and a high level of organization are essential to this position, as is ability to organize files electronically and working in a paperless office
- Comfortable working with a computer, internet and MS Office Suite – particularly Excel and Word as well as learning new software.
- The ability to problem solve and take initiative
- A keen self-starter with the ability to manage time effectively and complete tasks on time

**Desirable assets of successful candidates include**

- Creativity in thinking, problem solving and design
- Understanding of visual display of information
- Previous experience communicating complex issues to a general audience
- Previous experience updating websites and/or creating multi-media content
- Previous experience using Twitter for business/professional use
- Previous experience using LinkedIn's group feature
- Comfortable learning new software or technology (to create knowledge translation pieces)

**Deadline**

The position will be posted until filled.

**How to apply - for work study students**

Please apply through Mosaic.

It's the student's responsibility to apply for and show proof of Work Study Eligibility to be considered for this vacancy. Proof of eligibility can be found on your "TO DO LIST" on the Mosaic Student Centre Profile.

**How to apply - For non-work study students**

Please email applications (updated cover letter and resume) in .pdf format to Angela Di Nello, [productivitypartnership@mcmaster.ca](mailto:productivitypartnership@mcmaster.ca) . We thank all applicants for their interest, but only those selected for an interview will be contacted.

**Employment Equity Statement**

McMaster University is strongly committed to employment equity within its community and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates including women, persons with disabilities, First Nations, Métis and Inuit persons, members of racialized communities and LGBTQ-identified persons. If you require any form of accommodation throughout the recruitment and selection procedure, please contact the Human Resources Service Centre at 905-525-9140 ext. 222-HR (22247).