

Huron



Centre for Undergraduate
Research Learning

CURL Policy on Research Assistants

(Approved by Steering Committee September 2017; revised June 2018)

1. CURL Research Assistants (RA) positions are intended to provide paid, in-depth research learning opportunities to qualified, current students at Huron.
2. CURL RAs are distinct from CURL Research Fellowship Awards in that the funding for the RA position comes directly from the Faculty member and that adjudication of applications rests with the Faculty member, not with CURL.
3. The Faculty member must submit to the Dean's office text for the job ad that must include rate of pay (based on Huron approved rates), duration of contract, close date for receipt of applications, position requirements/experience and a brief description of the duties and responsibilities of the position (see Appendix for a sample posting). The Faculty member will receive any applications to the open position—CURL will not be responsible for managing applications.
4. The job ad should be sent to the Communications team to post on the Employment Opportunities web page. CURL will link to the post via the CURL website and advertise open positions via CURL social media platforms.
5. It remains the responsibility of the Faculty member to adjudicate and select the successful student candidate from the pool of applicants. The Faculty member is responsible for managing the student and any administration related to the position.
6. The Faculty member should submit the name of the successful applicant to CURL following completion of the hiring process.
7. Any current Huron students who are successful in being awarded a CURL RA become CURL Student Associates.

APPENDIX

Example Job Posting for Research Assistant

Job Title: CURL Assistant

Start Date: February 6, 2017

End Date: April 30, 2017 with possibility for extension to end of summer

Direct Supervisor: Dr. Christine Tsang

Hours per Week: ≤ 10 hours

Rate of pay: \$14.00/hour + 4%

About the Position

The Centre for Undergraduate Research Learning (CURL) is seeking a part-time research assistant to provide support to the CURL Steering Committee in coordinating and managing upcoming CURL activities. Duties would include supporting CURL workshops and conferences, managing content on the CURL website, and support of the development of promotional material for CURL.

Qualifications

Education:

- Any student currently enrolled in a Huron undergraduate program.

Skills, Abilities & Expertise:

- Experience supporting research in the humanities or social sciences considered an asset.
- Detail-oriented with an ability to organize and plan events.
- Familiarity with methods and guidelines governing research in the humanities and social sciences.
- Personable and courteous in working relationships with faculty, peers and the public.
- Ability to work independently and effectively as a member of the team to achieve team goals.
- Verbal and written communication skills with the ability to document technical information

Please submit an application letter and current resume by Friday, January 13 at 4:00pm to Dr. Christine Tsang at ctsang33@huron.uwo.ca in order to be considered.

Please note that only successful candidates will be contacted.