



## Position Profile

**Position Title:** Accessibility Research Assistant

**Reporting Structure:** Reports directly to the Executive Director

**Organizational Status:** STEP student position [full-time temporary]

**Compensation:** \$14 hourly (35 hours a week for up to 16 weeks)

**Application deadline:** April 22, 2011

**Position Summary:** The Alberta Students' Executive Council (ASEC) is currently seeking a full-time temporary Accessibility Research Assistant to conduct primary and secondary research on access to post-secondary education. In conducting this research, the Accessibility Research Assistant will help ASEC better represent our 120,000 students and our member organizations in 8 Alberta communities. The research will help identify core challenges and suggest solutions to address the access and achievement gaps for Albertans in rural and northern communities.

**Duties:** The Accessibility Research Assistant will be responsible for:

### *Research & Recommendations*

- Collaborate with the Executive Director to create and execute a research project on post-secondary education access
- Source and integrate existing research, and conduct independent primary research
- Provide research-based recommendations to ASEC's leadership team and membership on access to education issues

### *Report Writing*

- Write a significant (25-40 page) research report summarizing findings and recommendations
- Create materials supplemental to the research report, such as digital presentations, blog posts and a highlights document

### **Qualifications:**

- Self-starter with good organizational skills;
- Exceptional research, writing, policy analysis and critical thinking skills;
- Able to work independently and collaborate remotely, as needed;
- Good understanding of post-secondary landscape in Alberta;
- Previous experience working with student advocacy or not-for-profit organizations is a bonus.

**How to apply:** Send cover letter and resume via email to [ed@albertastudents.ca](mailto:ed@albertastudents.ca)

Paper applications can be mailed to:

Alberta Students' Executive Council  
#209  
10080 Jasper Avenue  
Edmonton, AB T5J 1V9

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.