

Sample URA/ISURA Job Posting

Job Posting Information	
Term Posted	2024 – 2025
Available Semester(s) of Employment	Summer
Position Type	URA or ISURA
Position Title	URA or ISURA: [name of your research project or job title]
# of Positions Available	1
Work Location	Hybrid NEW! Choose from in-person, hybrid, remote, flexible
Position City	Guelph
Position Province/ State	ON
Position Country	Canada
Salary	\$19.00 for 35 hours per week Consider consulting the U of G Student Wage Grid. Students are more likely to apply to positions with an accurate, posted hourly wage.
Compensation Type	Hourly Wage
Start Date	May 6, 2024 Typically positions start the first or second week of May and must last at least 16 weeks
End Date	August 23, 2024
Position Description	<p>The Experiential Learning Hub is home to experiential learning opportunities on and off campus, co-op, career education, and community-engaged learning. Our vision is to deliver professional and career development opportunities that enable students to find purpose and thrive as scholars, professionals, and citizens in our global community.</p> <p>Add as much detail as you can! What is the research project? What will the student be doing? Are there required or preferred pre-requisites?</p> <p>Description of Research Project <i>[Copy from Form 1] This gives the student an understanding of the project and research taking place.</i></p> <p>Job Description The Experiential Learning Research Assistant will be supporting the Experiential Learning Hub with research, programming, and special projects during the Summer semester. We are seeking a student who is adaptable and open to trying new things; from conducting focus groups and researching barriers student face engaging in Experiential Learning to presenting workshops, there are many opportunities to step outside of your comfort zone and strengthen new skills.</p> <p>Key duties and responsibilities:</p> <ul style="list-style-type: none"> Reviewing past literature and create focus groups to answer “What barriers do University of Guelph students face accessing Experiential Learning opportunities?” <p>Use this space to expand of the salary if there is a range.</p> <p>If you are a non-academic department, consider adding information about your department or team.</p>

	<ul style="list-style-type: none"> • Analyse focus group data and conduct a literature review to support the findings • Write a semester-end research report • Assist with presenting a professional development workshop series for students engaged in research • Lead an online Discord community (Student Research Network) that aims to help students connect, network, learn about research opportunities, and engage in professional development. This involves organizing in-person and virtual social activities, liaising with guest speakers, and posting relevant information in the Discord. • Optional: Plan and schedule events promoting experiential learning • Optional: Engage in annual review of team resources and training modules • Optional: Resource development projects that assist the Experiential Learning Development & Recognition Team <p>Desired skills and competencies:</p> <ul style="list-style-type: none"> • Previous experience conducting a literature review and focus groups are an asset • Strong presentation skills (or a keen desire to improve your presentation skills) • Proficiency with Microsoft Teams and Discord • Leadership and group facilitation • Innovation and creativity • Attention to detail • Event planning and risk management skills are an asset <p>Scheduling details:</p> <ul style="list-style-type: none"> • This is a full-time, 35 hour per week hybrid position • We have an in-person team meeting every other week, but apart from that, you can choose to work on campus and/or remotely • Most hours should be scheduled Monday – Friday, 8:30 a.m. – 4:30 p.m., but you will have some flexibility, if necessary, with exceptions for scheduled workshops and meeting times
<p>Supervision & Coaching Structure</p> <p>This is a lengthy example to provide robust examples of what you can include.</p> <p>Learn more about integrating reflection and feedback into student employment.</p>	<p>Pre-service training and onboarding provided to the student:</p> <ul style="list-style-type: none"> • A full onboarding schedule will be created for the incoming student staff to orient them to the role, the department, relevant campus partners • Onboarding: <ul style="list-style-type: none"> ○ Online programs: Outlook, Teams, Tactic, Discord, GryphLife ○ EL Hub: in-office vs. WFH requirements, building tour ○ U of G: strategic plan, brand standards ○ Complete CourseLink modules: <ul style="list-style-type: none"> ▪ On-boarding for Student Staff ▪ Experiential Learning Guide for Students ▪ EHS Worker Health and Safety ▪ Accessible Service Provision

- Positive Space Training
- Principles of Belonging: Anti-Oppression & Anti-Racism
- Sexual and Gender-Based Violence Awareness Training
- Department & Campus Partners:
 - EL Hub office structure, organizational chart, EL vision, mission, and values
 - Office tour and introductions: 1:1 meetings with necessary colleagues as part of onboarding
 - Introduction to EL Hub Marketing & Communications team
- Student staff will be in constant communication with supervisor where impromptu and casual/ongoing training will be provided

Guidance, mentorship, and/or coaching provided throughout the experience:

- Student staff will have daily access to supervisor - Quick daily check-ins if needed to touch-base about projects
- Student staff will meet with supervisor for weekly 1:1s where supervisor will provide consistent coaching/support following focus groups, meetings, workshops and/or events or in preparation for upcoming focus groups, meetings, workshops, and/or events
- Student staff will be invited to team and department meetings to build a network and learn from others in their professional career journey

How, when, and with whom the student has an opportunity to reflect on their experience and development.

- Supervisor will provide regular opportunities for student to reflect and debrief situations, making reflection a common and necessary element of their role
- Scheduled feedback and reflection meetings will be determined by supervisor and student during onboarding
- Supervisor will also incorporate career planning into the feedback/the project work of student to align tasks and reflection with future goals of the student with a focus on transferrable skill development

How, when, and with whom the student has an opportunity to receive informal and formal feedback on their performance and development.

- Student will have an opportunity to receive informal feedback during the 1:1 directly following each stage of the research project and potential workshops facilitated
- Student will receive formal feedback at the end of the semester
- At the end of the experience, the student will reflect on competencies and complete the reflection questions within Experience Guelph for their position to be recognized on their [Professional and Career Development Record](#)
- Feedback will include:

	<ul style="list-style-type: none"> ○ Project responsibilities: Time management and project management ○ Skill development: Written and oral communication, leadership, information management, curiosity ○ Technical skill: Discord management, resource development ○ Feedback will also include constructive feedback for supervisor from student to ensure student is receiving the support needed from them (i.e. communication style, idea generation opportunities, research skills, presentation and leadership, adequate training or preparation, etc.)
<p>Anticipated student Learning</p> <p>Visit the articulating student learning in employment page for guidance.</p>	<p>In this role you will develop:</p> <ul style="list-style-type: none"> ● Communication skills while conducting focus groups, chairing team meetings, and writing a final report ● Information Management skills while seeking out information using a variety of tools (internet searches, key informants, literature review) and distilling that information into key themes and trends ● Curiosity while developing and asking relevant questions to uncover new ideas with and openness to changing tactics to follow them ● Digital & technical knowledge, teamwork, and leadership skills while helping students connect, network, learn about research opportunities, and engage in professional development through the SRN Discord community ● Project management skills while structuring the timeline of the literature review, focus groups, and report writing, and while creating new training materials and resources which will be used to support students with their goals for after graduation
Employability Outcome 1	COMMUNICATION – Written Communication
Employability Outcome 2	PROJECT MANAGEMENT – Information Management
Employability Outcome 3	KNOWLEDGE – Digital & Technical
Employability Outcome 4	INTERPERSONAL – Leadership
Employability Outcome 5	ATTITUDES – Curiosity
<p>Employability Outcomes are skills developed through training, coaching, and/or mentorship received during the placement; they are not skills the student already has.</p>	
<p>APPLICATION INFORMATION</p>	
Application Deadline	February 29, 2024 11:59 PM
Application Documents Required	For URA positions: Cover Letter, Resume, Financial Needs Assessment Confirmation (Work Study/URA Only), Unofficial Transcript For ISURA positions: Cover Letter, Resume, Unofficial Transcript
Additional Application Information	<p>The EL Hub will complete this section with more information about the URA or ISURA program, eligibility, and how to apply.</p>

Application Method	Experience Guelph
Additional Email Options	Email applications as they are submitted You can also choose to receive all applications at the deadline. If you choose this, keep in mind the tight, 1 week turnaround when offers can start to be made. If you'd like applications to be sent to multiple people, you can enter additional email addresses to this field.

Did you know you can set up pre-screening questions as part of your application?

If you require applicants to have a certain certification (i.e. protective Rabies titre, first aid, a driver's license) or acknowledge that shifts may take place over the weekend or early in the morning, you can set-up up to 10 pre-screening questions!

Ask open-ended questions or require applicants to answer a yes/no or multiple-choice question. The student will be required to answer the question(s) before submitting their application. Answers will be included in the application package.

You will be prompted to submit (optional) pre-screening questions before submitting your job posting for approval. If you are not prompted, email experience@uoguelph.ca with the question(s) and format and we can add it to your posting. *Please note: once your posting has received at least 1 application, pre-screening questions can not be removed or revised.*