

JOB POSTING: Bilingual Research Assistant

Job Title:	Bilingual Research Assistant	Department / Group:	Office of the VP Research and Innovation
Location:	Remote (in Canada)	Position Type:	Part-time, 10 hours / week
Salary:	\$20 per hour	Posting Expires:	October 1 st , 2021, 4pm

Please send a cover letter and resume, via email before 4pm on October 1, 2021, to:

tangc@yorku.ca

Subject line: Bilingual research assistant – [your full name]

Job Description

JOB OVERVIEW

Reporting to Manager, Research Impact Canada (RIC), and indirectly to Bilingualism Working Group Leader, the Bilingual Research Assistant is responsible for providing support in RIC’s activities to ensure that RIC continue to promote bilingualism across the Network, among other tasks. More broadly, the research assistant contributes to the development of a bilingual organization model.

ROLE AND RESPONSIBILITIES

- Identify knowledge mobilization content, tools, and resources in French for RIC
- Prepare bilingual tools and resources for RIC (e.g., bilingual list of frequently used terms in the domain)
- Provide support in developing guidelines about bilingual processes and policies to help RIC consolidate its bilingual character (record of practices, follow-ups and assessment)
- Find and test live translation and bilingual caption tools
- Provide bilingual support at events or meetings, including but not limited to facilitating bilingual exchanges between members, as needed
- Find and share resources in both French and English to help members plan bilingual events or increase bilingual capacity
- Manage social media platforms for RIC
- Support content creation and dissemination of the monthly RIC newsletter
- Plan, organize and coordinate events, meetings or webinars for the Network
- Other duties as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Ongoing post-secondary studies
- Strong proofreading skills in English and French
- Excellent writing, reading, and speaking skills in English and French
- Excellent attention to details
- Able to work independently and able to be a team player
- Strong organizational skills with the ability to manage your time effectively to meet tight deadlines when needed

PREFERRED SKILLS

- Some experience in communications, public relations, science communication, or other related fields
- Interest in knowledge mobilization
- Knowledge and experience of integrating live translation and captioning on meeting platforms
- Willing to learn and apply new technology (e.g. captioning and automatic translation on communication platforms)

- Proficiency with Zoom and MS Teams

ADDITIONAL NOTES

While York University is in Toronto, Ontario, remote work remains an option even after the pandemic. The successful candidate may be based anywhere in Canada, regardless of Ontario public health recommendations.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time