

Job Description: Research Associate

The Ontario Centre for Workforce Innovation (OCWI) is a research centre of excellence committed to driving change in Ontario's employment and training sector. We work with the agencies, and other partners, that build skills, provide training, and connect people looking for jobs with employers looking for workers.

We are currently recruiting a researcher to conduct a program evaluation of a pilot project focused on adult apprentices. The researcher will be responsible for conducting a developmental evaluation of the pilot project. The researcher's role will include designing research instruments, facilitating focus groups, analyzing a variety of qualitative and quantitative data, and writing research reports. Subject matter expertise is not necessary.

The pilot project is developed by The Centre for Skills Development & Training (The Centre). The Centre has a 20 year history helping people get on a path to career success and helping local companies hire, train and develop their workforce. The Centre is implementing and evaluating a model of shared apprenticeship called the Ontario Adult Apprenticeship Model (OAAP). The OAAP program will be for adult apprentices in Burlington and the GTA. The researcher will be required to work in Burlington and the GTA, although telecommuting will be possible for most of the work.

Compensation will be commensurate with experience.

Job tasks/responsibilities

Research associates are expected to work autonomously towards the completion of tasks and ensure the production of high quality, on-time deliverables. Reporting to the senior manager, research & operations, the research associate will perform a variety of research and evaluation tasks. Specific research tasks will be determined in collaboration with the senior manager, research & operations and/or lead research associate, but may include:

- In consultation with the lead research associate, prepare submissions to the Ryerson Research Ethics Board, as well as respond to requests for clarifications and revisions as required.



- Design interview guides, focus group protocols, questionnaires, and other instruments as required.
- Consult with The Centre and lead researcher to recruit participants and conduct interviews/surveys/focus groups as needed; maintain accurate records of interviews/surveys/focus groups, safeguarding the confidentiality of subjects.
- Code and analyze focus group, interview, observational, and other data in the Nvivo qualitative research software.
- In consultation with the lead research associate and in collaboration with The Centre, track and analyze program administrative data from the pilot project.
- Keep detailed electronic field notes to be shared with lead research associate during regular check-ins.
- Develop analytic framework, conduct analysis, and summarize project results.
- Write reports on the pilot project.
- Manage ongoing communication (e.g., e-mail, phone) with community partners and OCWI research team, including regular check in meetings (via skype or phone).

Minimum qualifications/requirements

- Ph.D. or equivalent degree in a research-intensive discipline. Familiarity and comfort with mixed methods required (exceptional PhD candidates/ABD individuals will also be considered).
- Experience working directly with stakeholders and/or conducting community-engaged research required.
- Experience with program evaluation an asset.
- Experience with Nvivo qualitative research software an asset.

Please forward your cover letter and research resume in an e-mail to ea@ocwi-coie.ca with the subject line “Centre/OCWI Research Associate” by December 12, 2017. Applications will be reviewed as they are received.