



POSITION DESCRIPTION

Position Title: Research Assistant 2

Division: School of Ag & Environment Applied Research

Classification: Research Assistant 2

Supervisor's Title: Sr. Research Staff

Staff Year No.:

POSITION SUMMARY

This position will provide strong development, administration, and analysis support for the applied research program for the Russ Edwards School of Agriculture and Environment. This position will primarily work out of the North Hill campus but could include work at the main Victoria East campus as well as off site locations. This position will work under the direction of senior research staff and are expected to condense reports and research papers, record and assemble data, prepare the more complex statistical data (standard deviations, probabilities, distributions, etc.) provide reports and analysis on projects and provide technical guidance in the design and execution of research assignments. This position will provide support for applied research projects including horticulture, greenhouse technologies, soils, growth chamber, small plot and high tunnel studies. This position will have a high level of independence to ensure protocols are followed and deadlines met.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

- Conduct and maintain research projects as per established protocols and researcher oversight.
- Collect, maintain, and prepare research data.
- Use specialty software, equipment or tools for research and analysis.
- Summarize project results.
- Prepare annual, interim and progress reports.
- Prepare other articles, reports, and presentations.
- Address needs and priorities for experiments.
- Care for research materials.

Secondary:

- Conduct literature reviews.
- Attend and participate in project meetings.
- Attend seminars, conferences, and other meetings as necessary.
- Draft materials for manuscripts.
- Maintain the highest standards of accuracy in both written and practical work.
- Participate in team planning sessions and industry consultations.
- Work in small plot, greenhouse, and high tunnel environments.
- Travel to off-site locations.
- Disease, pest and agronomic data collection.
- Level of independence.
- Ability to teach and mentor student workers.

RESPONSIBILITIES AND ACCOUNTABILITIES

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	None
Staff Positions Indirectly Supervised	Summer Students

Other Key Relationships:

Other College employees, industry representatives, research supplies vendors

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Must be highly detail oriented.
- College or University graduate, MSc preferred.
- Knowledge of statistical analysis and research writing.
- Maintain the highest standards of accuracy in both written and practical work.
- Knowledge and training related to monitoring research material in both field and greenhouse and covered growing settings.
- Knowledge of environmental considerations related to agriculture and/or horticulture.
- Strong interpersonal and communication skills by participating in team planning sessions and community consultation process.
- Able to independently or part of a team.
- Mentor others.
- Strong communication skills.

OTHER COMMENTS

Employee's Signature

Date

Supervisor's Signature

Date