



The Manitoba Agricultural Services Corporation (MASC) provides diverse products and services that support the growth of agriculture in Manitoba. "Lending and Insurance – building a strong rural Manitoba."

Research Assistant (Student Position)

Term Position: May 3, 2021 – August 27, 2021

Flexible within Manitoba

Competition #2020-21-26

Are you a post-secondary student in a related field that wants to gain real-world research experience? Under the direction of the Data Analytics Manager, the Research Assistant will provide assistance within the Product Division. Duties will include assisting with various tasks associated with specialized research and data analysis. This position has a variety of technical responsibilities, including sample analysis, record keeping, data entry, report writing, field plot work and other duties as assigned. The successful applicant must be available for work for the duration of the term. Preference will be given to students furthering their education in the fall.

OUR VALUES:

MASC values innovation, excellence, collaboration, and accountability. We strive to enhance existing products and develop new products, transform service delivery to enrich the client experience, pursue customer driven organizational change, and maximize performance, engagement and development of all employees.

CORE COMPETENCIES: MASC has five Core Competencies: Communication, Decision Making, Initiative & Innovation, Leadership and Organization. Competencies relate to every position at MASC and along with the technical requirements, are included in the qualifications for all positions at MASC.

QUALIFICATIONS:

- Currently enrolled in a related post-secondary program. Preference will be given to candidates of a university or college program with an Agriculture or Agribusiness specialization.
- Experience researching, analyzing and problem solving.
- Experience performing administrative duties including data entry and file maintenance.
- Experience paying attention to detail and maintaining accuracy, including numerical.
- Ability to work independently.
- Ability to use Microsoft 365 products (Excel, Word, Outlook, SharePoint, OneDrive) in a cloud-based environment.
- Knowledge of agricultural practices in Manitoba.
- Experience in agriculture is an asset.

CONDITIONS OF EMPLOYMENT:

- Must be legally entitled to work in Canada.
- Must possess a valid driver's licence, access to a vehicle and the ability to travel within the Province of Manitoba.

This position has a salary range of \$16.84 per hour to \$18.65 per hour (under review), depending on education and experience.

Interested candidates are requested to send their résumé and cover letter, marked "Confidential", **no later than Tuesday, March 30, 2021 to:**

**Human Resources
Manitoba Agricultural Services Corporation
Unit 100 - 1525 First Street S.
Brandon, MB R7A 7A1
Fax: (204) 726-6177
E-mail: hr@masc.mb.ca**

We believe diversity strengthens our ability to provide excellent customer service in a positive work environment. We encourage all to apply. Only those selected for further consideration will be contacted.