

## POSITION DESCRIPTION

Position Title	Salmo Transit Study Research Intern
Department/School	Selkirk Innovates in collaboration with the Village of Salmo and Regional District of Central Kootenay Area G
Reports to	Sarah-Patricia Breen (Researcher), Tracey Harvey (Researcher)
Employee Group	N/A
Pay Grade	\$21.20/hr + 4% in lieu (for current college or undergraduate students) \$22.41/hr + 4% in lieu (for recent graduates or graduate students)
Total Hours	420 hours
Work Term	July 10, 2023 – December 10, 2023 Start and end dates are somewhat flexible
Location	Hybrid – mix of remote with on-site work. Expectation of in-person data collection on site (in Salmo)
How to Apply	<b>Submit resume and cover letter as attachments to <a href="mailto:sbreen@selkirk.ca">sbreen@selkirk.ca</a> and <a href="mailto:tharvey@selkirk.ca">tharvey@selkirk.ca</a> by 4:00 pm June 28, 2023</b> Email subject line should read: “Application – Salmo Transit Study Research Intern” Please follow instructions for cover letter on page 2.

## POSITION SUMMARY

This research project aims to better understand the demand for public transit services and to clearly identify the core user group(s) and their needs within Salmo and Area G. The results of this research will inform routing and delivery mechanism of a future Salmo and Area G Transit Service.

This student internship is specifically designed for students to:

- Transfer their understanding of concepts and skills learned in class to real life projects
- Develop professional competencies related to their course of studies

Under the co-supervision of the Researcher and the client, the intern will:

- Conduct a desktop analysis of demographics and travel pattern data (results to be compiled in Excel)
- Contribute to the development of a resident survey
- Implement delivery of the resident survey:
  - Online (survey monkey)
  - In-person (attending events)
- Analysis of survey results (results to be compiled in Excel)
- Summary of combined results
  - Presented in a Power Point presentation
  - Written executive summary
- Other assigned duties aimed at helping the client.

The ideal candidate is a career-oriented individual who is looking to gain valuable work experience and networking opportunities. The role will be based at Selkirk Innovates, Selkirk College’s department that focuses on Applied Research and Innovation. In addition to fulfilling their research responsibilities, the intern will support the department’s operations and/or interdepartmental collaborations.

This internship will take place in a combination of in-person and virtually. Some in-person work on site in Salmo (at the Village office or another location as directed) is required.

The successful applicant will be required to enroll in the Selkirk Innovates applied research internship training program, which currently does not have a fee. Applicants may be offered a position on an eligibility list to fill similar positions if available.

### COMMITMENT TO INCLUSIVE EXCELLENCE

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with our strategic commitment to Diversity and Inclusion, Selkirk College strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity. Selkirk Innovates seeks qualified candidates who share our commitment to equity, diversity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from First Nations, Métis and Inuit peoples, members of racialized communities (“visible minorities”), persons with disabilities, women, and persons who identify as 2SLGBTQ+.

### MAIN DUTIES AND RESPONSIBILITIES

Specific duties will depend on the position the successful applicant is selected for. Skills required may include some or all of the following:

- Conducting desktop statistical analysis.
- Conducting professional surveys following a pre-set guide.
- Conducting document content analysis.
- Analyzing qualitative and/or quantitative data using programs (e.g., Excel).
- Clearly summarizing findings in the form of tables and written briefs.

### QUALIFICATIONS

- Interest in and knowledge of community development
- Experience with data collection methods like surveys and analysis of secondary statistical data
- Data analysis skills
- Strong oral and written communication skills, including the ability to take detailed minutes, write plans or reports, develop presentations, and produce polished documents
- Ability to complete tasks under pressure and be flexible
- Ability to prioritize work and meet deadlines
- Excellent interpersonal and time management skills
- High level of professionalism
- Ability to work independently or as part of a team
- Access to a personal computer with Microsoft Office programs and a suitable home workspace
- Knowledge of Salmo and Area G an asset.

### RESUME AND COVER LETTER INSTRUCTIONS

Applicants are required to submit their resume and cover as attachments. The cover letter should include the following:

- Summary of why you are interested in the position.
- Explanation of how your skills and experience are relevant to the position.
- Explanation of how you meet the required qualifications.

Cover letters can be **up to two pages in length**. Your cover letter will be evaluated as a sample of your writing and communication skills.