Research Assistant Posting - Critical Digital Methods Institute (CDMI) Research Project Coordinator

Rate of Pay $25 - $35/hour commensurate with experience.
Average of 20-30 hours/month.


Application deadline Monday, Sept. 16. 5pm. Please email tl.cowan@utoronto.ca

The Department of Arts, Culture and Media (ACM) at the University of Toronto Scarborough is hiring a Graduate Research Assistant to work as Research Project Coordinator for the Critical Digital Methods Institute (CDMI), a new initiative we are starting in Fall 2019. The CDMI is a collaborative research project over the next year (Sept 2019-Sept 2020) that will include research presentations, visiting scholars, collaborative writing and other forms of production about critical digital methods, as well as a summer institute in August 2020. CDMI scholars will be working across different quantitative and qualitative methods, with specific focus on critical and interpretive methods, social justice frameworks and digital methods that are attentive to questions and problems of equity, diversity and inclusion.

This is a Research Assistantship for a Master’s or PhD student or Postdoctoral Fellow currently registered at the University of Toronto. The job requires an experienced, collaborative, self-motivated, leadership-oriented research-coordinator who is able to keep projects on task, on schedule and on budget, and who is able to work with many different kinds of people and jobs to help make a year’s worth of research programming a success. Experience in research collaboration, academic conference or event organizing, especially at the University of Toronto will be an asset.

Description of duties:

1) To work with and support ACM faculty to coordinate and plan the CDMI internal research series and visiting scholars’ series. This work includes:
   a) Scheduling planning and organizational meetings with affiliated faculty and/or staff
   b) Working with ACM faculty and administrative staff to book rooms and catering for multiple events throughout the year
   c) Organizing travel and accommodation for visiting scholars
   d) Working with ACM faculty and administrative to build visual identity for CDMI and to advertise CDMI events
   e) To build and maintain a social media CDMI presence to advertise events
   f) To organize documentation of and support for the events, such as developing corollary bibliographies or links

2) To work with and support ACM faculty and administrative staff to plan and organize the CDMI Summer Institute in August 2020. This work includes:
a) Planning meetings with faculty
b) Circulating calls for applications and organizing applications for review
c) Organizing travel and accommodation for participants from outside the GTA
d) Working with ACM faculty and administrative staff to book meeting rooms and catering for a 5-day research Institute in August 2020.
e) Coordinating a small team of undergraduate assistants (1 or 2) who will be assisting with the Visiting Scholars Series and the Summer Institute
f) Developing or coordinating research resources related to the Institute (including bibliographies)

3) To maintain a Project Management tool (i.e. Slack).
4) To work with ACM faculty and administrative staff to organize payments to individuals.
5) Some telecommuting is possible, but this job will require significant time to be spent at the UTSC campus.
6) This job requires excellent communication and organizational skills.

Please apply with a CV, a cover letter, and a list of two or three references (names, titles, email and phone numbers please) who can speak to your work as a researcher and as an events/conference coordinator, and to your ability to work with a research team. Application deadline Monday, Sept. 16. 5pm. Please email all materials as well as names and contacts of references to tl.cowan@utoronto.ca.