



## Summer Research Internship

Think for Actions and Werklund School of Education, University of Calgary  
Funded by Canada Summer Job 2017

### Project Lead and Researcher

Job Title:	Project Lead and Research Manager	Job Category:	Program Implementation and Research
Department/Group:	Research	Job Code/ Req#:	TFAPLR
Location:	Education Block Tower, Room 291 Werklund School of Education, University of Calgary 2750 University Way NW	Travel Required:	Within the city
Level/Salary Range:	12.50\$/hour	Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
Supervisor Contact:	Dr. Mukarram Zaidi	Date posted:	May 1, 2017
Will Train Applicant(s):	Yes	Posting Expires:	Until filled
External posting URL:	<a href="http://www.thinkforactions.com">www.thinkforactions.com</a> ,		
<b>Applications Accepted By:</b>			
E-MAIL: <a href="mailto:summer.research@thinkforactions.com">summer.research@thinkforactions.com</a> Subject Line: Resume for [TFA- Summer Job] Project Lead and Researcher Attention: Project Lead - Dr. Mukarram Zaidi and Dr. Shirley Steinberg			
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>To run individual program and oversee data collection within a team. To successfully fulfill this role, the candidate will be expected to:</p> <ul style="list-style-type: none"> <li>• Attend regular weekly meetings with supervisor</li> <li>• Create attainable deadlines for team in order to meet the requirements for the Unity Conference</li> <li>• Reach out for Fundraising</li> <li>• Guide the volunteer team for Research and use known expertise</li> <li>• Be available to let all volunteers in supervise and guide volunteers</li> <li>• Seek the support and direction of the team in the curriculum of the programs</li> <li>• Support team members</li> </ul>			

- Coordinate with the Support Managers to ensure
  - Communications: Your program is advertised on social media
  - Graphic Design: You have high quality and approved material to pass along to graphic design team
  - Accounting: To ensure program funding needs are met, also to ensure all expenses are properly recorded
  - Volunteer/staff Coordinator: To find your program coordinators and for them to find program facilitators

**QUALIFICATIONS AND COMMITMENT REQUIREMENTS**

Our number one priority in identifying candidates is intention. Intention drives motivation. We are looking for individuals who are highly motivated, passionate about the future of our youth, and able to make a firm commitment to accept responsibility to implement this program across the city.

Collecting data and analysis is a priority as well as documenting events and research for graphic design, social media and data analysis purposes.

The candidate should also have experience working in a team environment. The candidate should also have a basic understanding of Islam, creed, relative to the program he/she is running.

Experience doing research and typing up reports is an asset.

**ADDITIONAL NOTES**

*[Type any additional notes if needed.]* If not then just delete this section.

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Accepted By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date/Time:	Click here to enter text.