Research Assistant, Black History at Massey College
(13 weeks, part-time, renewable contract)

Massey College
Massey College is a non-profit centre for the intersection of thoughts and ideas. Massey College hosts a graduate students’ residential community affiliated with, but independent from, the University of Toronto. It provides a unique, congenial and intellectual environment for graduate students of distinguished ability in all disciplines to share in a rich and stimulating community of Senior Fellows, Journalism Fellows, Visiting Scholars, Senior Residents, members of the Quadrangle Society and Alumni, committed to nurturing learning and serving the public good.

Research Assistant
Massey College is currently seeking a part-time (10 hrs per week) Research Assistant, Black History for a renewable (13- week) contract to help collect, organize and present Massey College’s archives of Black community members, past and present. This position requires a candidate with an acute attention to detail, commitment to accuracy, creative and experience in data collection. The incumbent will sometimes work independently and should be able to meet deadlines and follow instructions while also practicing in an environment that requires a high degree of accuracy and responsiveness.

Job Duties
- Identify in the Archives of the College members of the Black community who attended the College as Junior Fellows, Senior Fellows, Members of the Quadrangle Society, Librarians, Visiting Scholars, Journalism Fellows or staff.
- Develop profiles of past Black members of the community;
- Processing source documents by reviewing data for deficiencies
- Reach out to past Black members of the community, and under the supervision of the Chair, on occasion, conduct interviews of past Black members of the community.
- Track and document research process for future documentation.

Skills and Experience
- Experience in historical research
- Experience in anti- racist and anti-colonial research practices
- Attention to detail and able to think critically
- Ability to write blog posts, short articles, and other materials featuring the work of past and current Black members of the community
- Ability to collect and analyse mass amounts of qualitative and quantitative data
- Ability to self-manage and work independently
- Ability to be creative and flexible

Deliverables
- To meet the boards deadlines and complete projects successfully
- To identify and write the profiles of two eminent members of the Massey college Black community before November 5th, and complete two or three 5 others by December 31st.
- To write three to five short pieces on members of the Black community for the Massey College website and other communication materials

Hours of Work: 10 hours per week Note: Some on-site work at the College will be required. All staff, residents and guests at the College must adhere to Massey College’s COVID-19 protocols on-site at all time.
Rate of Pay: $25.00 per hour plus 4% vacation pay.

Application Deadline: August 30, 2021 at 5:00 pm EST.

Application

Please send your cv at nmahad@masseycollege, (Subject Line: Research Assistant position)

No phone calls please.

Applicants with disabilities who are qualified and selected for an interview will be accommodated upon request.

Massey College wishes to thank all those that apply, however, only those applicants selected for an interview will be contacted. Massey College is an equal-opportunity employer.