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*Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.*

## **Summer Student Position Profile (2019)**

### **Performance, analytics and evaluation**

#### **Key Activities:**

The Performance, analytics and evaluation team at the CFI is currently undertaking a number of studies. The aim of the projects is to compile evidence to demonstrate the societal impacts being generated through investment in research infrastructure. Projects can focus on all areas of research, this year two priority projects focus on the role of infrastructure to support 1) the development of research capacity in Canada, and 2) an examination of the role infrastructure plays in collaboration and network creation. We are also working to improve the capture of information for some of our key activities and projects. The student will play a key role in helping to collect relevant documentation, review and synthesize existing data and information for these priority projects.

Reporting to the director of Performance, analytics and evaluation, but working under the supervision of one or more Senior Evaluation Analysts, the student will be responsible for the following:

- Identifying and retrieving relevant documents and information
- Reviewing documents, compiling, analyzing and summarizing information
- Developing data reports in Excel including charts and tables
- Creating summary reports in Word or PowerPoint
- Organizing and managing data and information
- Preparing for and participating in meetings to support project goals
- Other tasks as required

#### **Requirements:**

- University student enrolled in a graduate program in a relevant field of study such as the social sciences, humanities, natural science, engineering, or health sciences.
  - Note: applications from students in the 3<sup>rd</sup> or 4<sup>th</sup> year of an honours undergraduate program, will be considered, provided they can demonstrate they meet the requirements below.
- Attention to detail
- Strong analytical and problem-solving skills
- Resourcefulness and ability to learn quickly
- Proficiency in the use of Microsoft Office applications
- Strong interpersonal skills including good judgment, discretion and professionalism
- Ability to read, write and speak English; proficiency in reading, writing and speaking French is a strong asset
- Experience managing and manipulating data and data sets is a strong asset

## Summer Student, Performance, analytics and evaluation (PAE)

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- Experience using software to analyze quantitative and qualitative data (e.g. QDA miner, SPSS) is an asset.
- Knowledge of processes, priorities, policies and impacts associated with research and development (R&D) funding is an asset
- Knowledge of evaluation and performance measurement is an asset

### Additional Information

- Depending on the availability of the selected candidate, the position could begin as early as April 2019, and become full-time from May /June to end of summer 2019.

### Salary

Salary will be commensurate with qualifications and experience.

We will review applications as they are received. Please forward your C.V. and a covering letter by **February 20, 2019** to:

Eric Desjardins  
Manager, Human Resources  
Canada Foundation for Innovation, 55 Metcalfe Street, Suite 1100  
Ottawa ON K1P 6L5  
Fax: (613) 943-0923  
hr@innovation.ca

*We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.*

*The Canada Foundation for Innovation supports official language and employment equity principles, and respects Ontario's Accessibility Standard for Customer Service policy.*

Visit our [website](#) for more information about the CFI.