
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 (2017)

Evaluation and Outcome Assessment (EOA)

Key Activities:

The Evaluation and Outcome Assessment team at the CFI is currently undertaking a number of case study projects. 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) innovation and commercialization, and 2) training and skill development. 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 Evaluation and Outcome Assessment, but working under the supervision of one or more Senior Evaluation Officers, 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 3rd or 4th 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 an asset

Summer Student, Evaluation and Outcome Assessment (EOA)

- Experience using software to analyze quantitative and qualitative data (e.g. QDA miner, SPSS) is a strong 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

- The position begins as early as April 2017, and becomes full-time from end of term (May or June) to end of summer /fall 2017.

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 to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation, 230 Queen Street, Suite 450
Ottawa ON K1P 5E4
Fax: (613) 943-0923
hr@innovation.ca

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

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