



Creating  
opportunity  
through  
collaboration.

# Intern hiring

## POSITION

The Business + Higher Education Roundtable (BHER) is looking for summer interns to support the research, product development and communications of a fast-paced, growing organization. A term between May - September is preferred.

These roles will help build BHER's robust, evidence-driven picture of the intersection of talent, skills and Canada's economic future, as well as help communicate our ideas on how Canada can navigate the changing world of work.

As a member of the BHER team, you will work directly with BHER to deliver on our priorities, which may include:

- research projects;
- product development;
- partner outreach, and/or
- communications.

A knack for reading and writing, an understanding of complex policy issues, and a passion for post-secondary education and the future of Canada's workforce are the most important factors in a successful candidate.

## TERM

- May to September preferred, with some flexibility on overall length;
- 40 hours per week, with very limited weekend and evening requirements;
- When health regulations allow for it, some travel may be required;

**START DATE:** May 3, 2021 preferred.

## INTERESTS

- A passion for issues relating to skills, innovation and/or post-secondary education, especially as it relates to diversity, equity and your lived experience;
- A commitment to boosting access to equitable and inclusive work-integrated learning opportunities; and
- Interested in a career in public policy, government or the not-for-profit sector.

## ANTICIPATED AREAS OF RESPONSIBILITIES

*Note: candidates should focus their application on 1-2 areas of interest.*

- **Research:** Supports qualitative and/or quantitative research and analysis through analyzing public policies and programs, engaging with the results of research from partner organizations, and doing research on issues related to Canada's Work-Integrated Learning (WIL) environment.
- **Product and project development:** Support BHER's development of products (i.e., tools, templates, other resources) which will involve research, planning, prototyping, and testing.
- **Partner outreach:** Help support BHER's growth and development, including through research projects, stakeholder outreach, and internal operations.
- **Communications:** Help draft social media, graphics, and presentations (typically in Canva.) Assists in preparation of project information and statistics needed for proposals, presentation materials, and other communication products.

## COMPENSATION AND BENEFITS

- Salary equivalent to about \$19.50 per hour, paid twice per month.
- A key role in a growing organization with a committed focus on employee professional development.

## LOCATION

Although BHER has two offices located in Ottawa and Toronto, the placement will be remote. You will be provided with the necessary IT equipment as needed.

## EXPERIENCE

- Currently enrolled in, or a very recent graduate of, a university, college or polytechnic. Please indicate if you will be receiving course credit or recognition for this work-integrated learning experience.
- Some work, volunteer, campus or community service experience.
- Must be able to legally work in Canada.

## SKILLS

- Proven ability to gather, analyze and explain complex information. Familiarity with qualitative analysis methods and software (e.g., NVivo) and/or quantitative analysis methods and software (e.g., SPSS) is a strong asset.
- Communication skills - especially people skills and a clear writing style.
- Strong problem solving and critical reasoning skills.
- Basic understanding of how business, universities and colleges work as organizations.
- Comfortable working in a fast-paced, entrepreneurial environment.
- Computer proficiency, including experience using Google Office Suite products.
- Bilingualism (written and spoken) is a strong asset.

## **DEADLINE**

March 5, 2021

## **TO APPLY**

Interested applicants should submit a one page cover letter, a resume of up to two pages, and any necessary disability accommodations to [maria.giammarco@bher.ca](mailto:maria.giammarco@bher.ca). Applicants should focus their cover letter on 1-2 areas of responsibility. We encourage applicants to relate their professional skills and experiences back to their personal experiences and identities.

## **About the Business + Higher Education Roundtable**

**The Business + Higher Education Roundtable (BHER) is a non-partisan, not-for-profit organization bringing together Canada's largest companies and leading post-secondary institutions. Since 2015, BHER has worked to harness the strengths of Canada's business and post-secondary education sectors to build opportunities for young Canadians, boost innovation and drive collaboration. BHER's role is as a convenor and connector, bringing people together to create: A thriving Canada where everyone has an opportunity to reach their potential. Learn more about BHER's mandate at [bher.ca](http://bher.ca).**