



**RESEARCH WRITER/ASSISTANT P/T Casual (as required)**  
**(Term December 1, 2021 to June 30, 2022)**

**Salary:**

- Undergraduate Student rate with degree: \$16.96 per hour
- Graduate Student rate: \$21.48 per hour
- Non-student Specialist Professional Phase 1: \$25.28 per hour

**Hours of Work:** Working as part of a team, the position will have casual but flexible hours based on the phase of STM Mental Health and Wellness Strategy development and the meeting availability of others participating in this work. The hours to be worked during the period of employment will be in the range of 120 – 179 hours.

**Primary Purpose:** To provide support for data collection and report writing related to the development of a *St. Thomas More College (STM) Mental Health and Wellness Strategy* to align with the *National Standard for Mental Health and Well-being for Post-Secondary Students*.

**Nature of Work:** Reporting to Director of Mission and Ministry (representing the STM Mental Health and Wellness Committee (MHWC)), this part-time Student Assistant position will work with:

- the MHWC.
- contracted external facilitators.
- identified Mental Health and Wellness participatory focus groups.
- and other STM faculty and staff.

**Responsibilities:**

- Research information useful to MH&W strategy development for STM.
- Arrange and attend meetings to gather and record information for strategy development.
- Write reports to document findings.
- Analyze and organize data obtained to enable fruitful discussion.
- Ensure appropriate retention, access and retrieval of documents and reports related to the duties and functions of the position, including documents of a confidential nature.
- Provide a full range of compelling written, editing and publishing services in support of MH&W Committee activities to create the MH&W strategy for STM.
- Assist in organizing related MH&W Committee strategy events.
- Create, develop, and maintain professional working relationships with colleagues.
- Support and facilitate appropriate information sharing among faculty, staff and others as directed.
- Report on issues of concern and how they may impact the College's reputation management.

- Perform additional responsibilities and duties as delegated by the Director of Mission and Ministry, or designate, on behalf of the STM MH&W Committee.

**Specific tasks may include:**

- Attending monthly meetings of the STM Mental Health and Wellness Committee, as required, to discuss this project.
- Gathering data to complete the Audit Tool related to the *National Standard on Mental Health and Well-being for Post-Secondary Students*.
- Doing a preliminary literature review of existing mental health and wellness frameworks (i.e., *The Okanagan Charter*; CMHA's *Post-Secondary Student Mental Health*; USask's *Wellness Strategy*, etc.).
- Reviewing notes from STM's Faculty and Staff Retreat, as well as further staff and faculty consultations, to discern emerging themes.
- Writing a draft STM Mental Health and Wellness Framework which is aligned with STM values, the National Standard, and USask's strategy by January 30, 2022.
- Attending focus groups facilitated by members of the Change Collective to hear stakeholder feedback on the draft strategy in Term 2.
- Editing and completing the STM Mental Health and Wellness Framework by June 30, 2022.

**Education & Experience:**

Bachelor's Degree is required. Progress towards a graduate degree is preferred. Master's level degree in the liberal arts would be an asset.

Previous education or working experience obtained from St. Thomas More College or experience as a student leader or volunteer experience and participation as a member of the STM community would be an asset.

Previous research experience and/or research assistant experience in psychology, sociology, health care, public health, nursing, medicine, and law would be an asset.

**Required Knowledge Skills & Abilities:**

- Ability to respect institutional confidentiality of senior leadership, colleagues, and others.
- Demonstrated knowledge about St. Thomas More College and our Mission.
- Demonstrated ability to think strategically and to participate in implementation of effective organizational strategies.
- Excellent verbal and written communication and influencing skills.
- Ability to communicate professionally at all levels within the College and the STM community.
- Proven time management skills.
- Demonstrated strong work ethic, known for being a self-motivated, results-oriented team player.
- Excellent analytical problem-solving skills.
- Must be able to pay strong attention to detail.

- Excellent organizational and time management skills with the ability to manage multiple tasks and deadlines on a flexible schedule, as required.
- Excellent interpersonal skills, with the demonstrated ability to exercise tact, good judgment, confidentiality, and diplomacy.
- Exceptional writing and editing skills.
- Ability to translate complex information into easy-to-understand information.
- Demonstrated ability to interview and report on meetings, focus group events and MH&W Committee initiatives.
- Advanced level of proficiency with MS Office Applications.
- Ability to use apps, other systems to support MH&W Committee work.
- Keen interest in mental health and wellness research and/or health care would be an asset.

In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. STM is committed to diversity within its employees. Women, Indigenous people, people with disabilities, visible minorities and members of other designated groups are encouraged to self-identify on their application. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Additional information on STM College and the University of Saskatchewan is available on the STM website (<http://www.stmcollege.ca>).

While we appreciate all interest in these positions, only short-listed candidates will be contacted. All qualified candidates are encouraged to apply.

**To apply for this position**, please email a cover letter, résumé, transcript, and current contact information for three references to Sherry Richert, St. Thomas More College, [srichert@stmcollege.ca](mailto:srichert@stmcollege.ca) .

**Closing date:** Application review will begin immediately. Applications will be accepted until the position is filled. Only short-listed candidates will be contacted for interview.