



## STUDENT RESEARCH ASSISTANT

### (Rail Fund)

#### Brief:

Are you a law student looking for work experience in the public sector as part of a legal and policy team? Are you someone who wants to work with a broad range of partners and stakeholders in the private and public sector? Do you think trains are cool? Then this opportunity may be for you!

The Administrator of the Fund for Railway Accidents Involving Designated Goods (Rail Fund) is looking for a **Student Research Assistant** for the **2024 Summer Work Term**. The **Student Research Assistant** will work with the Rail Fund team to continue to develop and implement the Rail Fund program.

This is a **full-time student position** during the Summer 2024 semester. This position is available to students currently enrolled in a certified law program within Canada. There may be a possibility for continued part-time hours following the term, subject to operational requirements and workload.

The Rail Fund and this position are based in Ottawa. However, given present circumstances, the position will also allow for virtual, off-site employment.

#### Role:

In this position, you will be working with and reporting to the Rail Fund's Legal Counsel. You will also be working with the Policy Analyst, Communications & Stakeholder Engagement Officer, Information Management Officer, and other students at the Rail Fund and external stakeholders as needed.

**The Student Research Assistant** will have the following responsibilities:

- Supporting Legal Counsel in providing legal advice to the Administrator
- Supporting and/or facilitating the development, planning and delivery of the Rail Fund's activities
- Assisting in the preparation and organization of meetings with internal and external stakeholders, including the reporting and follow-up
- Collecting and analyzing jurisdictional scans and preparing reports of the findings
- Assisting in ongoing research of various legal topics
- Making recommendations to management about various projects and activities

**The Student Research Assistant** will be an integral part of the Rail Fund's operations. This opportunity would be ideal for a student looking to expand their



research skills, work autonomously and develop legal and policy experience.

### Profile sought:

The Rail Fund is looking for a student currently enrolled in a certified law program. However, students in other programs who meet the experience outlined below or who have an interest are encouraged to apply.

**The Student Research Assistant** should meet the following requirements:

- Current enrollment in a law program
- Experience with analyzing information and data (in a professional or academic context)
- Experience with conducting research projects (in a professional or academic context)
- Experience with writing research reports or summaries (in a professional or academic context)

The following skills or experience would be assets:

- Assisting or directly managing projects or project components
- Writing briefing notes, legal opinions, background material, reports and/or correspondence
- Making and delivering presentations
- Ability to work in French

In addition, candidates for the role should be able to demonstrate:

- An interest in or knowledge of the Rail Fund program
- Excellent writing and verbal communication skills
- Strong ability to work in the English and/or French language
- Ability to meet and manage projects with multiple deadlines
- Ability to work in both a team and independently
- Ability to work in Canada

### Conditions:

- Remuneration will be benchmarked with other student positions within the public service.
- Normal work hours for students are 35 hours/week with flexible start and end hours.
- Students must be able to effectively work from home, if necessary. This includes having an adequate workspace meeting certain technological and physical requirements. Consideration may be given to allowing flexible work arrangements under the Administrator's policy on telework.
- Students must be able to work the full duration of the stated work term.



To learn more about the Rail Fund, visit us at <https://fraidg.gc.ca>.

### How to apply:

Please submit your résumé, cover letter and any supporting documents by **clicking on the “Apply for this Job” button at the top right of the page:** <https://sopf.bamboohr.com/careers/43>

*Please note that the contents on the link page will display using your web browser's default language setting.*

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.

We are committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise us if you require accommodation.

### Deadline for applications:

**Monday, March 18, 2024**

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