
POSTING NOTICE

COMPETITION #: SC-183-2526

POSTING DATE: December 15, 2025

CLOSING DATE: January 5, 2026

CLOSING TIME: 12:00 PM

POSTED: EXTERNAL

POSITION TITLE: Student Research Coordinator

PROGRAM AREA: Applied Research

CLASSIFICATION: Field

SALARY: Level 1, Non-Instructional Salary Grid

LOCATION: Tisdale or Melfort (TBD based on the successful applicant)

POSITION TERM: May 1, 2026 to August 31, 2026

HOURS OF WORK: 420 hours

STATUS: Term / Part-time

IMMEDIATE SUPERVISOR: Gwen Macnee, Chair, Applied Research

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

Position Summary:

This position is primarily responsible for assisting with all aspects of the Collective Impact applied research project as assigned.

MAIN RESPONSIBILITIES:

1. Main Responsibilities:

- Assist with project set-up and maintenance, testing, identification and monitoring of data.
- Responsible for recording data and other pertinent information.
- Work with students in schools.
- Present information at meetings.
- Develop and maintain information databases.
- Provide support for coordination of events, programs and projects (i.e. summer tours, field days, etc.).
- General shop and yard maintenance.

2. Additional Duties:

- Other duties as assigned.

QUALIFICATIONS:

1. Education and Experience:

- The minimum educational qualification for this position is equivalent to the admission to a University program offered at Suncrest College.
- Active student with a post-secondary institution.
- The minimum amount of practical, related experience required to perform the duties of this position is less than one year.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities:

- Knowledge of agriculture and an interest in science will be considered an asset.
- Strong computer skills.
- Strong interpersonal skills and communication skills to work within a multi-disciplinary team.
- Ability to work independently or as part of a team.

- Good observation skills and attention to detail to conduct research, field monitoring, processing samples, and data entry.
 - Ability to work in an outdoor environment with some light physical activity including: light lifting and walking.
 - Some travel to rural locations required.
 - Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
 - Ability to access files remotely.
 - Demonstrated familiarity with the tools and technologies that support working from home.
3. Other Requirements:
- Valid Saskatchewan Driver's license is required
 - Satisfactory Criminal Record Check required