

POSITION DESCRIPTION

Position Title	Research Intern: State of the Basin
Department/School	Selkirk Innovates
Reports to	Lauren Rethoret, Faculty Researcher, Selkirk Innovates and representatives from the partner organization
Employee Group	N/A
Pay Grade	\$21.97/hr + 4% in lieu (current college / undergraduate students) \$23.97/hr + 4% in lieu (recent graduates / graduate students)
Total Hours	Variable based on student status and pay rate. Ranges from 365-420.
Number of Positions	1
Work Term	Sep 14, 2026 – Dec 1, 2026. Approximately 30-35 hours per week.
Location	Remote (candidates must reside in British Columbia)
How to Apply	Submit resume and cover letter as attachments to lrethoret@selkirk.ca by 4:00 pm on August 27, 2026. Cover letters will be evaluated as an example of professional writing and communication skills. Cover letters written by AI will be disqualified.

POSITION SUMMARY

Come join a dynamic department helping BC organizations tackle real-world problems through evidence-based solutions. Be a part of exciting research initiatives that aim to build well-being and resilience in the rural Columbia Basin region.

This intern will support the State of the Basin program—an ongoing initiative that monitors and reports on indicators of social, economic, environmental, and cultural well-being in the Columbia Basin-Boundary Region. The partner organization for this project is Columbia Basin Trust.

Tasks for this position will focus on:

- Identifying, gathering and cleaning local data sets
- Analyzing datasets to develop descriptive statistics and visualize results
- Developing reporting products that translate findings for non-technical audiences
- Communicating professionally with the research partner, dataset owners, and other groups

Ideal candidates are career-oriented individuals who are looking to gain valuable work experience in community-based research.

This internship will be based at Selkirk Innovates, Selkirk College's department that focuses on applied research and innovation. An internship experience at Selkirk Innovates brings many career development benefits. Interns work with their supervisors to develop a customized learning plan which can facilitate training, networking, mentoring, and other career development activities over

the course of the position. The successful applicant will be required to enroll in the Selkirk Innovates applied research internship training program, which does not have a fee. Fulfilment of course requirements is part of the paid internship experience.

This position is partially funded by Mitacs. It is open to students enrolled at or recently graduated from any post-secondary institution as long as they reside in British Columbia.

Select applicants may be offered a position on an eligibility list to fill similar positions if available.

COMMITMENT TO INCLUSIVE EXCELLENCE

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. We strive to embody the values of respect, collaboration and diversity, and have a strong commitment to employment equity. Selkirk Innovates seeks qualified candidates who share our commitment to equity, diversity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from First Nations, Métis and Inuit peoples, members of racialized communities ("visible minorities"), persons with disabilities, women, and persons who identify as 2SLGBTQ+.

TASKS AND RESPONSIBILITIES

- Identifying existing and potential sources of relevant data
- Gathering data (includes engaging with local organizations who are data holders)
- Using Microsoft Excel to clean and analyse data based on project information needs
- Using established systems to manage data and document processes
- Developing visualizations of analysis results (e.g., charts, infographics, maps)
- Drafting reports that consolidate and translate results for non-technical audiences
- Revising reports based on feedback
- Attending and supporting project meetings (e.g., note taking)

QUALIFICATIONS

- Experience with data gathering, review, and cleaning
- Experience with quantitative and qualitative data analysis using Microsoft Excel
- Familiarity with good data management practices
- Ability to engage professionally and independently with community organizations
- Excellent interpersonal and time management skills
- High level of professionalism
- Ability to work efficiently and effectively without in-person supervision
- Reliable with the ability to work independently, manage multiple tasks, and meet deadlines
- Strong verbal and written communication skills
- Access to a personal computer and a suitable home workspace
- Enrolment in, or completion of, a post-secondary program in a relevant discipline
- Place based knowledge of the Columbia Basin/Kootenay Region will be considered an asset
- Basic skills in cartography/Geographic Information Systems will be considered an asset