Research Recognition and Partnership Intelligence Project Assistant

Role Title: Research Recognition and Partnership Intelligence Project Assistant
Department: Office of the Vice-President, Research (OVPR)
Reports to: Jayne Morrish, Manager, Research Impact
Contract Length: 12 weeks, 10 hours per week
Start Date: Winter 2027 (to be determined)

Job Summary

The Office of the Vice-President, Research is seeking a doctoral student to lead a strategic project focused on research recognition processes and research partnership intelligence at Brock University. Working closely with OVPR staff, the student will document and analyze the pathways through which outcomes of honours, prizes, awards, distinctions, and nominations are communicated, while also supporting institutional efforts to better understand and track Brock's research partnerships. The project will provide experience in stakeholder engagement, process mapping, data analysis, communications planning, and the development of recommendations for institutional process improvement.

Job Duties

- Conduct an environmental scan of honours, prizes, awards, distinctions, and nomination programs supported by the OVPR.
- Inventory existing outcome communication processes associated with research recognition activities (i.e., how do individuals learn about the outcomes of submissions/nominations).
- Develop detailed outcome pathway maps identifying key stakeholders, communication flows, timelines, and decision points.
- Analyze current practices and identify opportunities to improve communication consistency and stakeholder engagement.
- Draft recommendations for future-state communication processes.
- Develop template communications and supporting resources for research recognition activities.
- Support implementation of Brock's research partnership tracking initiative.
- Review, organize, and analyze research partnership information collected across Faculties.
- Assist with data quality review, categorization, and synthesis of partnership information.
- Identify trends, opportunities, and gaps within Brock's research partnership landscape.
- Develop recommendations to strengthen institutional partnership intelligence and reporting processes.
- Prepare a final report and presentation summarizing findings, recommendations, and proposed next steps.
- Participate in meetings with OVPR staff and other stakeholders as required.