

# KAHNAWAKE SCHOOLS DIABETES PREVENTION PROGRAM

## Center for Research & Training in Diabetes Prevention

P.O. Box 989, Kahnawake Mohawk Territory, Quebec, Canada J0L 1B0



Daily Physical Activity, Healthy Eating Habits & a Positive Attitude Can Prevent Diabetes

### Job Opportunity

**Position Title:** KSDPP Research Assistant

**Job Duration:** October 2021-April 2022

**Hours:** 18 hours per week

**Salary:** \$20 per hour

**Supervisor:** Dr. Treena Delormier, KSDPP Scientific Director

**Deadline:** Open until position is filled

The Kahnawake Schools Diabetes Prevention Program (KSDPP) Research Assistant is responsible to assist with research and development activities for several KSDPP projects including Teionkwaïenawa:kon, the Quebec Indigenous Mentorship Network, the Community Mobilization Training Project, the Indigenous Youth Mentorship Project; and other activities with the KSDPP Research Team. The Research Assistant will enhance existing and acquire new research skills, develop organization and planning skills; increase awareness of university ethics and administrative practices and procedures, and further develop writing, reporting and other information dissemination skills.

**Location:** The Research Assistant will be located at the Kahnawake Schools Diabetes Prevention Programs (KSDPP) Office, Old Chateauguay Road, Kahnawake Territory.

#### **Qualifications:**

- CEGEP minimum level or University level degree in progress
- Must be registered for full-time studies in an education or health-related program
- Knowledge and experience with Office, Outlook, Publisher, Endnote, Dropbox, etc.
- Postsecondary level research skills (data collection, data analysis)
- Strong English language speaking, reading, and writing skills
- Strong planning, coordination, and organizational skills
- Strong self-starter and independent worker
- Ability to work as a team member
- Ability to speak, read and write in Kanien'kéha and/or French is an asset
- First Nations students or students with experience working with diverse communities.

**Administration Research Intervention Training**

Phone: 450 635-4374 • 1-877-635-4374 • Fax: 450-635-7279

Website: [www.ksdpp.org](http://www.ksdpp.org) • Email: [info@ksdpp.org](mailto:info@ksdpp.org)

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### Tasks:

- KSDPP Research Team support including minute taking and action follow-up
- Update KSDPP Research Team meeting records including agenda, minutes and documentation for 2020-2021
- Update KSDPP research projects, ensure documents are up to date, official proposal submissions, correspondence, relevant attachments, certificates, abstracts, student check lists, etc.
- Draft KSDPP annual research report for OHSSRC Kahnawake Schools Diabetes Prevention Program Center for Research & Training in Diabetes Prevention.
- Prepare a community version of annual research report
- Dissemination information on various KSDPP projects for the community, including the Network Environment for Indigenous Health Research (NEIHR), the First Nation Food Nutrition Environment Study (FNFNFES), and Indigenous Mentorship Network (IMNP) to the community.
- Dissemination on website of research projects
- Provide research and clerical support for KSDPP intervention framework committee
- Mentoring and learning intervention framework planning model
- Assist with updating KSDPP food security and food sovereignty objectives
- Attend and participate in community meeting on food security and food sovereignty

### Application:

Please send your letter of intent, current CV and the names and contact information for two references (one professional, one personal) to:

Ms. Connie Meloche, General Manager  
Kahnawake Schools Diabetes Prevention Program  
Box 989 Kahnawake Mohawk Territory, Qc J0L1B0  
or email: [info@ksdpp.org](mailto:info@ksdpp.org)

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