****Research Inter****n – Decolonising the Curriculum Campaign

**Information**

**Salary:** London Living Wage of £10.75 per hour
**Contract:** Part-Time, Fixed Term until 31st May 2021
**Hours:** 10 hours per week\*
**Location:** Home-based

**Accountable to:** Student Engagement Coordinator (Democracy & Campaigns)

*We are open to flexible working, in order to cater to students’ caring or commuting commitments. MDXSU staff are currently working remotely and will continue to do so for the foreseeable future. All student staff roles will operate remotely but will be fully supported and supervised by MDXSU full-time staff.*

*\*Hours to be completed Monday - Friday*

**The Role**

Diversity is a key priority campaign theme for our MDXSU Student Officers this academic year, with a particular focus on decolonising the curriculum. Despite the diverse population of students at Middlesex University, the courses do not always reflect the student population as women, LGBT+, working class, disabled and BAME students are often vastly under-represented in the curricula and within academic ranks. Across the year, we will be looking to develop a significant piece of research exploring the current diversity of the module reading lists at Middlesex University, using a range of research methods, with the aim of producing a detailed set of recommendations in order to decolonise the curricula and eradicate each attainment gap.

We are looking for a highly organised intern with good analysis and planning skills to join our team as a Decolonising the Curriculum Research Intern. Working closely with the Student Officers, the Student Engagement Coordinator (Democracy & Campaigns) and across our diverse student groups, you will carry out research into the current diversity of curricula at Middlesex University.

This role is a great opportunity for a student passionate about improving the diversity within the Learning & Teaching at Middlesex University, with a background and proven experience in research skills and methods.

We are committed to equality and opportunity for all. We welcome applications from all individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability. We particularly encourage applications from women, disabled, working class, LGBT+ and Black, Asian and Minority Ethnic (BAME candidates) as they are currently underrepresented at MDXSU.

 **Responsibilities**

* Support the delivery of MDXSU’s annual research plan and work with the Student Officers, the Student Engagement Coordinator (Democracy & Campaigns) and our various student groups
* Identify detailed plans for the research methodology
* Create the tools which will be used in the research (e.g. survey, focus group questions etc.)
* Support the collection of data via the above-mentioned tools
* Liaise with the Communication & Income Team to promote the research
* Work with other teams across the SU to reach out to MDXSU’s diverse student groups
* Provide analysis of data and information collected, producing reports summarising the findings

**Requirements**

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| **Criteria** | **Requirement** |
| **Qualifications** |
| Current student studying at Middlesex University | Essential |
| **Experience** |
| Experience of managing projects and events to deadline | Essential |
| Experience of using databases | Essential |
| Experience of analysing data & producing reports | Essential |
| **Knowledge** |
| Demonstrable understanding of research methods; including primary &secondary methods | Essential |
| Demonstrable understanding of representation systems & processes | Desirable |
| **Attributes/skills** |
| Excellent communication skills; written & verbal | Essential |
| Excellent planning, organisational & administrative skills- with aparticular focus on attention to detail | Essential |
| Proven ability to think creatively to develop new ideas and opportunities | Essential |
| IT competent with an understanding of Microsoft Office (Excel, Word, PowerPoint) | Essential |
| Attention to detail | Essential |
| Ability to work flexibly |  |
| Ability to quickly build relationships with others  | Essential |
| **Values & Ethics** |
| Team player | Essential |
|  Desire to work within organisation supporting and servicing a culturally diverse membership | Essential |
| Positive attitude & Enthusiasm about Middlesex University & MDXSU | Essential |
| Passionate about improving diversity at Middlesex University | Essential |
| Demonstrably high standards of personal integrity | Essential |