



The Commission, located in Fredericton, is currently seeking an individual to fill the following position:

**Policy and Research Assistant –  
Short-term Contract Position  
(with possibility of longer term appointment)**

Responsibilities of the position include:

- Researching academic programs within (and outside) the region
- Reconciling and validating academic program information
- Organizing information related to the program assessment process, and other activities of the Commission, as assigned
- Analyzing standards, policies, procedures for program development and quality assurance, within and outside the region
- Conducting research projects with minimal supervision
- Preparing responses to various requests for information, as assigned

The ideal candidate has completed a graduate-level program (current graduate students are invited to apply). The successful candidate will demonstrate initiative, and be self-directed; he or she will demonstrate solid critical thinking skills, possess an ability to synthesize large amounts of information, while being a solid writer. An ability to function effectively in English is essential; bilingualism (English/French) is an asset.

Candidates **must** demonstrate in their application letter that they meet the above requirements, and submit a curriculum vitae along with the names and contact information of three references.

Compensation commensurate with experience. This short-term contract position is expected to be awarded for an initial three to six months term, starting as early as possible. In addition, there is a possibility for of full-time or part-time employment starting in Fall 2012 for suitable candidates.

Applications must be forwarded to:

Competition No. 2012-02  
Maritime Provinces Higher Education Commission  
401-82 Westmorland Street  
P.O. Box 6000  
Fredericton, NB E3B 5H1

Fax: (506) 453-2106  
Email: [mphec@mphec.ca](mailto:mphec@mphec.ca)  
Website: [www.mphec.ca](http://www.mphec.ca)

Consideration of applications will begin immediately and the competition will close once a suitable candidate has been hired. Only candidates successful in securing an interview for the position will be contacted.