

# Research Assistant

B. R. Aerospace Solutions and Services Inc. – Toronto, ON

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## Job Description

BRASS Inc., is aimed to provide innovative engineering solutions to the most complex challenges in the area of space applications, and to lead Canada in the Global Earth Observation Sector by innovative energy and cost-efficient technology solutions. We are composed of professionals and volunteers who use their skills and expertise to further the understanding of Space Sector in Canada and the relationship between Space Technology and its applications for the benefits of the society.

We are seeking an energetic **intellectual minds** to work as a **research assistant** on various projects. This is a challenging position working with distinguished skilled professionals of our team. We offer you the experience of working in a dynamic team setting to develop administrative and interpersonal skills, working with professionals and volunteers. This can be an ideal opportunity for an internship, which may turn into full time permanent employment in future.

### Description and Duties

- Assistant to the research team
- Attend key meetings and take and issue minutes
- Take dictation and notes
- Do research for various projects and prepare reports
- Assist in editing research papers
- Assist with editing grant applications
- Work on various other tasks as assigned
- Benefits

Be a part of leading and shaping the organisation! Benefits of this position include:

- Meeting and working with young space sector leaders from around the world;
- Having a higher chance of receiving scholarships to attend conferences around the world;
- Being recognized internationally as part of the organisation's staff on the BRASS Inc Team webpage;
- Being invited to attend different workshops/seminars/meetings and other conferences connected with Space Sector, as part of the official BRASS delegation;
- Building leadership skills and other skills that are directly translatable to your career.
- Desired Skills and Qualifications
- Basic understanding of the role of scientific research
- A BA or BSc or college diploma would be a great asset
- Knowledge of computer applications including Microsoft Office
- Excellent verbal and written communication skills in English
- Self-starter, able to work with minimal supervision
- Great interpersonal skills and enthusiasm
- Attention to detail
- Able to meet job deadlines
- Good team player
- Flexible working standards

**Important messages**

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please address request of specialized accommodation, in your application. All information received in relation to accommodation will be kept confidential.

This position is a voluntary role, however, upon performance, may result into commission/salaried position in future.

All suitably qualified candidates will receive consideration for employment on the basis of objective work related criteria and without regard for the following: race, colour, age, religion, gender, national origin, disability, and/or protected veteran status, or other characteristics in accordance with the applicable governing laws.

- Human Resource Department  
BRASS Inc