

**UNIVERSITY OF CALGARY – UNIVERSITY FOR PEACE**  
**Canadian Queen Elizabeth II Diamond Jubilee Scholarship (QES)**  
**Young Leaders in International Development**

<b>Position Description</b>	
<b>Title of Placement:</b>	<b>Research Assistant/Grants Writer Intern – University for Peace</b>
<b>Location:</b>	University for Peace, Mora County, San José, Costa Rica
<b>Department:</b>	Peace and Conflict Studies
<b>Duration:</b>	3 months minimum (90 days)
<b>Expected Start Date:</b>	September 2022, January 2023, May 2023
<b>Project Description:</b>	<p>This internship opportunity is part of the Canadian Queen Elizabeth II Diamond Jubilee Scholarship (QES) program funded by the Community Foundations of Canada. It will be carried out in partnership between the University of Calgary and the University for Peace, Costa Rica. The QES program engages a dynamic community of young global leaders across the globe to create a lasting impact both at home and abroad through cross-cultural exchanges encompassing international education, discovery and inquiry, and professional experiences.</p> <p>The University for Peace Campus is located 30Km Southwest of San José, within a natural reserve composed of a secondary forest and the last remnant of primary forest (200 ha) in the Central Valley of Costa Rica. The park and the campus are within the protected zone of El Rodeo, in Mora County. UPEACE covers about 2% of the Mora landscape; hence this protected area is rich in fauna and natural resources. UPEACE pursues academic excellence through the systematic and critical study, understanding, and analysis of the causes of multiple problems affecting human and global well-being. UPEACE offers 14 Master's programs and a Doctoral Program at their main campus in the fields of Environment and Development, International Law, and Peace and Conflict Studies.</p> <p>The intern's time will be divided mainly into two tasks- graduate-level research work and grant search and proposal writing; themes will generally revolve around peacebuilding, international migration, gender, climate change, and conflict. Spanish proficiency is preferred but not required. Experience performing graduate-level research, familiarity with qualitative and quantitative research, and good academic writing are required. Intern will support faculty in their research activities, including but not limited to proposal writing, editing, and grant submission.</p> <p>The intern is expected to be resourceful and to have good knowledge about accessing and effectively utilizing academic resources and databases (ProQuest, Jstor, etc.) and indexed journals in order to contribute with updated as well as specialized information to support their research. The intern is expected to contribute to recommendations and proposals for data collection as well as support faculty members in other research-related and editorial needs.</p>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Contribute to the department’s research capacity through a thorough analysis of bibliographic sources and other resources to gather information.</li> <li>• Review literature</li> <li>• Identify possible sources of funding and assist with proposal writing</li> <li>• Create and follow up on a schedule for grant and proposal writing (using Excel, Task Manager, or any other appropriate tool)</li> <li>• Assist with data collection and other related tasks as required.</li> </ul>

<b>Position Description</b>	
<b>Title of Placement:</b>	<b>Research Assistant/Grants Writer Intern – University for Peace</b>
	<ul style="list-style-type: none"> <li>• Facilitate processes of data dissemination including publications in relevant research journals.</li> <li>• Engage with the Department’s research activities through collaboration and active participation.</li> </ul>
<b>Eligibility:</b>	<ul style="list-style-type: none"> <li>• Senior undergrad or graduate level student at UCalgary enrolled in Political Science, International Relations, Development Studies, Sociology, Anthropology, Gender Studies, or related degrees. Familiarity with Peace and Conflict Studies will be a plus.</li> <li>• Passionate about achieving positive social change and non-violent approaches to conflict transformation and peacebuilding.</li> <li>• Excellent research skills (knowledge of quantitative as well as qualitative research methods).</li> <li>• Knowledge of grant submission processes and proposal writing.</li> <li>• Canadian citizen or permanent resident.</li> <li>• 35 years of age or under at the time of application.</li> <li>• The official working language is English. Some level of Spanish is desirable</li> <li>• As part of the QES Program, the Intern must participate in community engagement activities on campus or in local communities abroad and Canada.</li> <li>• Academic credit requirement. This QES placement must be for academic credit. Interns must register in at least one course offered in the semester the internship’s is taking place (e.g. online course, independent study, self-directed study/research, co-op program placement). Interns can work with the Office of Study Abroad and their academic mentor to explore options.</li> <li>• Mature and independent.</li> <li>• Flexible and willing to adapt according to the needs of the program and cultural setting with empathy and consideration.</li> <li>• The Intern would perform other tasks as required by the Department of Peace and Conflict Studies and within the framework of the agreement signed by both institutions.</li> </ul>
<b>Expected Outcome:</b>	<ul style="list-style-type: none"> <li>• Successful grant application and completion of any research writing/data collection assigned, contributions to the Peace and Conflict Review (UPeace research journal).</li> <li>• Exposure to a multicultural environment and enriched academic setting will contribute to strengthening his/her professional development.</li> <li>• A deeper understanding of the field of Peace and Conflict studies through direct contact with faculty and a diverse student body.</li> <li>• Experiential learning focused on professional career development.</li> <li>• Enhanced networking between Canadians and fellow citizens in Costa Rica.</li> </ul>
<b>Financial Assistance:</b>	A maximum of \$6,000 to cover travel (airfare, insurance, and immunizations) and living expenses will be provided to the selected intern for the duration of the placement.
<b>Further details and application information:</b>	Study Abroad Office, University of Calgary International <a href="https://www.ucalgary.ca/international/study-abroad/qes-costa-rica">https://www.ucalgary.ca/international/study-abroad/qes-costa-rica</a>