Terms of Reference
Internship Position
Richard Charles Lee Asian Pathways Research Lab (RCL-APRL) Research Assistant

BACKGROUND
The Richard Charles Lee Asian Pathways Research Lab (RCL-APRL) is an initiative of the Asian Institute at the Munk School of Global Affairs and Public Policy, University of Toronto. The Lab’s mission is to produce innovative theoretical and methodological frameworks to understand human migrations and mobilities with a focus on Asian life-histories and experiences. The RCL-APRL cultivates engaged qualitative research, student training, and public dialogues on migrations between Asia and Canada in the context of cross-cutting global themes. These themes include: Asian modernities, broadly conceived within East Asia, South Asia, and Southeast Asia; capitalisms; diaspora and transnationalism; urban life in global contexts; climate/environment and migration trajectories, and flows of disinformation. The RCL-APRL offers essential training for undergraduate students to use qualitative methods to study the process of migration from, within, and between Asian and Canada, with a particular focus on life-histories of Asian Canadians in the Greater Toronto Area.

To be eligible for this internship program, candidates must be enrolled in full-time undergraduate studies in the Peace, Conflict and Justice program at the University of Toronto. Please note this is an unpaid position. Participants who complete the program will receive a 0.5 FCE through PCJ499H.

OBJECTIVES
- To undertake qualitative research methods supporting a specific thematic project within the RCL-APRL led by the Asian Institute’s postdoctoral fellow
- The internship placement will involve essential training in qualitative research methods, critical archival analysis and conducting ethical ethnographic research

DUTIES AND RESPONSIBILITIES
Specific duties and responsibilities include:
- Participate in a suite of training workshops, including those on ethical research practices and how to use a UofT-sanctioned human ethics protocol (15%)
- Conduct a literature review of scholarship relevant to a given project (focussing on a specific aspect of migration from and between Asia and Canada) (5%)
- Conduct semi-structured interviews with stakeholders (20%)
- Collect data in the form of audio recorded interviews and photo/video (where the interviewee enthusiastically and voluntarily consents) (10%)
- Transcribe and translate interviews (where the internship candidate has applicable language competency) (10%)
- Participate in workshops on analyzing and coding ethnographic interviews (15%)
- Write up and produce findings as an online article (20%)
- Write a short reflective essay (500-1000 words), describing the internship experience and reflecting on its applicability to the PCJ academic program (to be graded by the PCJ Program) (5%)
COMPETENCIES

Education: Registered in full-time undergraduate studies in the Peace, Conflict and Justice program at the University of Toronto.

Core Competencies:
- Demonstrated interest in human migration and qualitative research methods
- Demonstrated ability to work well in a team
- Some prior experience in data gathering and research
- Creative thinker able to work within deadlines
- Strong academic record
- Highly organized and self-motivated
- Demonstrated ability to conduct research
- Experience with visual and audio recording considered an asset
- Competency with a language other than English considered an asset
- Proficiency with design software and website building considered an asset

DURATION
The placement will take place in the fall 2019 semester (a maximum of 8 hours/week), beginning September 5, 2019. The internship position will be in the RCL-APRL, located within the Munk School of Global Affairs and Public Policy, 1 Devonshire Place. This is a part-time position, allowing for flexibility with studies.

The RCL-APRL invites interested applicants to submit a resume/CV and cover letter to Shannon Garden-Smith, Research Coordinator at the Asian Institute ai.coordinator@utoronto.ca by August 23, 2019. Please use the subject line “RCL-APRL Internship - Your Last Name_UofT Student ID #”. 