

Research Assistant (Student)

Term: Part time, Temporary

Hours: Approximately 10 hrs per week. Flexibility possible

Work Location: Weldon Library Archives, Weldon Library, McIntosh, Home

Compensation: \$25.00 per hour

Start Date: October 12, 2026 (or sooner if possible); **End Date:** April 30, 2027

Application Deadline: September 27, 2026, at 11:59pm

Overview of Position

The Research Assistant will conduct preliminary research for the Ursuline Sisters Museum which is to be located in the Chapel in Ursuline Hall on West Campus. Research will include reading and reviewing documents and objects in the archives, reviewing audio recordings, viewing various films, etc. The goal is to identify a broad framework and four to six organizing thematic pillars for further development into a museum exhibition that tells the story of the Ursuline Sisters.

Key Accountabilities

Responsible to conduct preliminary research for the development of the future Ursuline Museum. A final report including a proposal and recommended next steps will be required.

- Review documents, books, letters, photographs, and other relevant material.
- Review multiple audio recordings in various formats.
- Review multiple films in various formats.
- Preliminary data collection and organization of archival material.
- Preliminary digitization of multi-media material.
- Identify and organize thematic pillars and potential stories for future museum development
- Prepare a final report and suggested framework for narratives and displays.
- May require some conversations with knowledgeable individuals.

Education

Graduate Student or recent Masters or Doctoral graduate in Public History, Faculty of Media & Information Studies, History, Arts & Humanities (Museum & Curatorial Studies with a Historical/Heritage focus, Art History).

Experience

- Experience developing and conducting independent research projects and writing report documents.
- Experience handling fragile and archival objects a definite asset.

Knowledge, Skills, Abilities and Attributes

- Excellent research skills and practices.
- Demonstrated competency in scholarly, critical, and accessible writing.
- Ability to learn how to operate specialized equipment to review various audio and visual recordings.
- An interest in Catholic history a definite asset.
- Ability to work independently.

How to Apply

Submit a cover letter and current c.v. in one pdf. document to:

Lisa Daniels, Director

ldanie2@uwo.ca