**Temporary Assignment**

**AMUSE**

**Position Title:** IT Assistant C  
**Hiring Unit:** Bensadoun School of Retail Management  
**Hours:** Approx. 5-10 hours per week  
**Hourly Wage:** $14.50  
**Duration:** May 13, 2020 – August 30, 2020  
**Date of Posting:** May 13, 2020  
**Deadline to Apply:** May 15, 2020

**Job Summary**

Overseen by the Executive Director, Bensadoun School of Retail Management, each RIC intern will assist with preparation and administration of the Retail Innovation Challenge.

**Main Duties & Responsibilities**

- To be part of a three person team with a BSRM team member and a MMA student that will build the case study and related data set for one of the companies participating in the challenge,
- To assist in writing the case study,
- To assist in the collection of data, cleaning it and summarizing to be part of the data set to the case,
- To be part of the frequent meetings and interactions with members of the company in question,
- To be part of the overall RIC team and the relevant meetings,
- To use their network to attract student teams to participate in the competition,
- To assist in other tasks to make sure that the first edition of the competition runs smoothly over the course of the period June 4 to June 14. These tasks have yet to be defined

**Minimum Education and Experience Required**

Minimum enrolment in U2 of the McGill University BCom Degree program, with a concentration in Retail and preferably a focus on accounting, finance or IS.

**Other Qualifying Skills & Abilities**

Basic knowledge in computer design software and content management systems (HTML programming, Adobe Suite, social media platforms); strong critical thinking capabilities.
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