

Job Posting- Public Deliberations

Job Title: Note Takers

Job Description: ISED is seeking highly motivated, graduate-level students for a contract beginning in February 2021 through until April 2021. During the contract, the student would serve as a notetaker for multiple public deliberations workshops, providing assistance in data collection, note taking and report writing based on workshop content and input from workshop participants. The contract will be hosted through the University of Montreal, which will serve as the students administrative point of contact for the duration of the contract.

Project Description: The [Government of Canada's AI Advisory Council, Public Awareness Working Group](#), has been tasked with engaging Canadians in a dialogue on AI. As such, they are seeking to build upon the guiding insights gathered through a recently completed pan-Canadian survey on the perceptions of Canadians towards AI and AI systems. The Working Group is planning a series of virtual workshops in early 2021 to engage with Canadians. Facilitation services will be required to support these events. These workshops will utilize a methodology informed by the Montreal Declaration, and the Open Dialogue on AI Ethics. These facilitated discussions will occur around the consideration of specific use cases, in which participants are invited to consider and discuss the ethical dilemmas posed by a particular AI application

Qualities we are seeking: Excellent analytical, organizational, communication and writing skills; a strong ability to guide diverse participants in discussion of a complex topic and the ability to work effectively both in a team and individually. Knowledge of issues related to artificial intelligence would be useful, but not required.

Requirements and Responsibilities: The student will work to support the deliberations work being undertaken by the Public Awareness Working Group through assisting in the execution of and data gathering from the public deliberations. Note-takers will be expected to act as silent observers for the session and work to record the conversations between participants to the standards provided to them during pre-workshop training.

Responsibilities will include:

- Attending a virtual training session in advance of the Workshops;
- Becoming familiar with the contents and information provided in the use-case materials
- Leading on the completion of a post-workshop report to the standards communicated in the training session; and,
- Being punctual in both communications to the project coordinator and attendance to the sessions to which you are assigned.

Rate of Pay: Between \$17.19 and \$24.54/hour, in accordance with the rates for Bachelor, Master, and PhD students set by the University of Montreal. Students will receive a rate based on current level of study.