

JOB POSTING

TITLE	Research Assistant (except post-secondary)
LOCATION	Toronto, ON, Canada
TYPE	12-week contract (35 hours/week), \$20/hour
START-DATE	May 25, 2026
LOCATION	Hybrid (virtual with some onsite meetings at DAIR and DAIR Academic Member sites)

About the Role

DAIR provides various key services for its members and network. A key goal of the organization is to foster innovation and collaboration between Industry and Academia within the aerospace ecosystem. A vital component of this is the maintenance of a previously developed database of aerospace academic institutions, their current and future research, ability to collaborate on industry projects and main contacts enabling DAIR to position itself as the crossroads for collaborative research in the aerospace and advanced manufacturing industries of the Greater Toronto Area (GTA) and Ontario.

The Research Assistant (RA) will work closely with DAIR's Green Fund and R&D Manager on liaising with existing DAIR academic members, including site visits, develop a robust database of current academic members research in aerospace and defense, and engage new academics through visits to their facilities and creation of database listings of their research. In addition to updating/creating research listings, the RA will support DAIR's Green Fund and R&D Manager to implement a new platform to house all DAIR Members and Innovation Network partners details and the academic database for DAIR to utilize moving forward.

All DAIR data gathering from members will be strategic, inclusive, and grounded in DAIR partner input, with the goal of advocating for and promoting collaboration and innovation within the aerospace industry locally, nationally, and globally.

Responsibilities

- Work in close collaboration with DAIR's Green Fund and R&D Manager to:
 - o Support the review and confirmation of details to be contained in DAIR's academic research database
 - o Assist in securing research details from current and new academic members
 - o Attend site visits to liaise as a DAIR representative with our academic members (including lab tours, photographs of facilities, discussions with researchers (academic and student), etc.)
 - o Review CRM software capability to integrate the updated academic research database for use by DAIR
 - o Assist in the setup of the CRM software, migration of the academic research database and creation of member listing, including a tutorial for DAIR staff on ease of use, etc.
 - o Develop a process or document highlighting best practices

Qualifications & Skills

- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Experience using cloud-based project management tools, Microsoft Planner experience an asset.
- Experience using CRM tools, Microsoft Dynamics CRM experience an asset.
- Sound analytical and problem-solving skills.

- Self-motivated, with the ability to work well individually, or as part of a team.
- Ability to multitask.
- Open to a dynamic work environment with new challenges.
- Excellent verbal and written communication skills in English. French considered an asset.
- Strong relationship building skills.
- Attention to detail.

About DAIR

DAIR is incorporated federally as a not-for-profit organization, a consortium of companies and post-secondary institutions.

Mission

Downsview Aerospace Innovation and Research (DAIR) catalyzes world-class innovation by facilitating collaboration within industry, academia, and government to develop transformative technologies and a future-ready workforce.

We do this by:

- Enabling access to state-of-the-art equipment and infrastructure to accelerate leading-edge research and technology adoption.
- Creating training solutions for business and technology challenges of today and tomorrow.
- Providing a platform for industry, academic and government to foster collaborative innovation.
- Supporting continuous improvement and innovation in the supply chain.
- Harnessing our collective voice to bring awareness to and promote the industry and innovation ecosystem locally, nationally, and globally.

Main Effort

At all times, the principle focus of DAIR is on the effective collaboration within academia, industry and government on innovation and research.

DAIR currently operates out of three partner facilities onsite at the DAIR hub – the Bombardier Centre for Aviation and Aerospace (Centennial College Downsview campus), the Toronto Metropolitan University Centre for Advancing Engineering Research & Innovation in Aerospace (AERIAS) and the Collaborative Landing Gear Lab, with additional buildings in development.

How to Apply

Interested individuals should provide a resume to communications@dairhub.com by May 1, 2026.