Job Description: Research Assistant, ***Environmental Scan- Diversity and Gender Equality*** (DGE) in Artificial Intelligence (AI)

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About Mila

Mila is the world's largest academic research center in deep learning. Its mission is to be a global hub of scientific advancement that inspires innovation and the growth of AI for the benefit of all. This goal informs all aspects of Mila's work, including the talent we train, the cutting-edge research we perform, the projects we build and the responsible AI we seek to develop.

About GPAI (Global Partnership on Artificial Intelligence)
The Global Partnership on Artificial Intelligence (GPAI) is a multi-stakeholder initiative which aims to bridge the gap between theory and practice on AI by supporting cutting-edge research and applied activities on AI-related priorities.

About CEIMIA (International Centre of Expertise in Montréal on Artificial Intelligence)
CEIMIA was created to play a leading role internationally by supporting GPAI activities and projects and thus contribute to the responsible development of artificial intelligence based on ethical principles, human rights, inclusion, diversity, innovation and economic growth, taking particular account of the interests and contribution of emerging and developing countries.

Responsible AI

Mila's AI for Humanity Team identifies high impact, socially beneficial projects and invests in their development and deployment. AI offers a wide range of possibilities for enhancing the well-being of different groups and contributing to the Sustainable Development Goals. However, AI can also deepen economic, knowledge, gender and cultural divides. Still today, AI is generally designed, developed, monitored, and evaluated *without* systematic gender and diversity approaches, probably having negative consequences and becoming an obstacle to the development and adoption of Responsible AI.

Specific objective of this project is to provide the AI ecosystem, in particular the member States of the Global Partnership on AI (GPAI), with a framework including concrete tools and recommendations to ensure diversity and gender equality throughout the AI cycle based on existing guidelines, good local practices from around the world, international human rights and gender equality standards.

Job description
As the Research Assistant for this project, and in collaboration with the research team, your aim is:

- Provide technical, organizational and research support for GPAI's Project on DGE in AI, reaching out to stakeholders and advisory groups, for qualitative and quantitative data collection, including from the education, non-profit, government, industry, civil society and research sectors and with a specific focus on marginalized and minority groups, from different regions of the world;
- To contribute to the collection of existing practices, best practices and lessons learned from integrating DGE considerations in AI, contributing to creating a directory (environmental scan). The mapping or directory of AI applications (best practices, models, benchmarks) can be defined as "promising practices" towards improving diversity and gender equality, based on evidence and clearly defined criteria linked with human rights, including those to empower women, girls and marginalized groups; and those to mainstream diversity and gender equality practices through the AI cycle.
- To help establish platforms for qualitative and quantitative data collection for various types of data and feedback collection;
- To contribute to the analysis and synthesis of collected data (quantitative and/or qualitative);
- To contribute to the writing, editing and production of the GPAI interim and final reports;
- To help develop guidelines and recommendations on integrating DGE considerations throughout the AI lifecycle.

Qualifications, experience, skills and languages
Educational qualifications
Essential:
First university degree in social sciences, gender studies, or relevant discipline (e.g. sociology, education, psychology, social anthropology).
Advanced university degree in gender studies or any of the above fields.

Desirable:
Ph.D. studies (completed or in progress) in any of the above fields.

Experience
Essential:

- Three to five years of research experience in the area of Social Sciences with quantitative and/or qualitative research, ideally with a particular focus on DGE and/or AI, or or socio-technical aspects of Responsible AI (RAI);
- Proven experience conducting environmental scans and/or mapping of best practices;
- Proven experience in writing reports, scientific publications, research communication pieces;

Desirable:

- Previous experience with and understanding of the DGE and/or AI related landscape;
- Extensive network of partners with strong connections in the DGE and/or AI landscape;
- Previous experience with complex multi-partner international projects;
- Previous experience with the process of developing recommendations and best practices;
- Previous experience in an international context.

Skills/Knowledge

- Proficiency in data collection and analysis, both quantitative and qualitative;
- Excellent interpersonal and communication skills;
- Ability to reach out to and engage effectively and diplomatically with various stakeholders;
- Excellent drafting and writing skills;
- Commitment to implementing the goal of diversity and gender equality;
- Team spirit.

Languages
Essential:
Expert knowledge of English.
Expert knowledge of GPAI member state language (depending on geographical representation).

Desirable:
Working knowledge of other GPAI member state languages, such as Spanish or French.

Location
Off-site: remote work.
Virtual meetings will be regularly planned according to the Eastern Daylight Timezone (EDT), but this may vary.

Travel
Some travel may be required to reach stakeholders within the assigned region.

Commitment
3.5-month (approx. 26 June - 6 October 2023) full-time contract (part-time may be considered).

Additional information

- Only candidates under consideration will be contacted.
- If your candidature is retained for an interview, you will be required to provide, in advance, scanned copies of your degree(s)/diploma(s)/certificate(s) required for this position.
- GPAI and MILA are committed to workforce diversity.
- Applications from women and marginalized groups from various geographic regions are particularly encouraged.

Application

Please submit the following 2 documents by **June 21st** to Camille Seguin at camille.seguin@ceimia.org.

1. CV
2. Statement of interest (250 words)