

Template for Student Research Assistant Job Description.

Objective: The Research Assistantship is an appointment under the Graduate Studies program and/or the Office of the Director of Research. Under the supervision of a regular faculty member conducting the research project, the Research Assistant is responsible for assisting the faculty member in a variety of non-administrative tasks which may include preparing resources, equipment, materials for the research, documenting results, etc in support of the research activities. Research projects should ideally lead to a thesis or be directly related to the student's area of study. The research project is intended to provide the opportunity to learn proper research procedures and techniques. The supervising faculty is responsible for providing ongoing feedback and a formal assessment at the conclusion of the assistantship.

Typical Duties: The Research principle (supervising faculty) who determines the research goals to assist in the preparation for and achievement of the research goals which may include the following and/or other duties specific to the research objectives:

- Research and collects data through complex techniques and procedures, library research, structured interviews or other project specific methodology.
- Interprets, synthesizes and analyzes data.
- Schedules, organizes and reports on status of research activities.
- Plans and modifies research techniques, procedures, tests, equipment or software management.
- Writes and edits materials for publication and presentation.
- Meets with faculty supervisor on regular basis to maintain ongoing communication regarding the quality of the assistant's performance.
- Performs other related duties as required.

Qualifications: Education/Experience

Current enrolment in the undergraduate or graduate studies programs with experience and authority in the subject matter of the research project in question.

Skills/Abilities

Subject knowledge and oral/written communication skills to discuss and document research progress. Ability to work independently, accurately and to problem solves technical and methodological issues that arise during the course of the research. Ability to apply sound research techniques, methodology and logical critical analysis. Strong organization and interpersonal skills.