

Job Descriptions – PSAC Research Assistants I - IV

Research Assistants I are students, normally in an undergraduate program, employed to assist with tasks related to research in the student's area of study. Work is performed within defined guidelines and under supervision of a more senior researcher or faculty member.

Duties and Responsibilities include:

1. Prepare equipment and materials for research.
2. Perform academic research, standard tests and experiments
3. Monitor and document research status and findings.
4. Assist with duties related to the production of articles, publications, reports and presentations.
5. Perform other relevant duties as assigned.

Research Assistants II are students, normally in an undergraduate program, employed to assist with tasks related to research in the student's area of study. Work is performed within defined guidelines and under supervision of a more senior researcher or faculty member.

Duties and Responsibilities include:

1. Prepare equipment and materials for research.
2. Perform academic research, standard tests and experiments
3. Monitor and document research status and findings.
4. Assist with duties related to the production of articles, publications, reports and presentations.
5. Prepare literature reviews.
6. Assist in data collection, data entry, analysis and interpretation.
7. Assist in the acquisition of research materials and supplies.
8. Perform data/word processing, routine computations, and record keeping.
9. Perform routine clerical and administrative duties to support research activities.
10. Perform other relevant duties assigned.

Research Assistant III are graduate students, or third-fourth year undergraduate students, employed to assist in the execution and evaluation of research projects in their area of study. The positions may oversee Research Assistants II in areas such as the use of proper techniques, analysis, and documentation.

Research Assistants III work under the general supervision or direction of more senior researchers or faculty members, and are expected to exercise judgment in prioritizing, planning and organizing their own work within defined parameters.

In addition to Research Assistant II duties, additional Duties and Responsibilities include:

1. Assist in the execution and evaluation of research projects, including literature reviews, surveys, focus groups, data integration and analysis.
2. Assist in preparing articles, publications, reports and presentations.
3. Prepare materials for submission to research funding agencies and foundations.
4. Monitor project budget and make approved purchases on request.
5. Assist in seeking publication opportunities for the research team.
6. Maintain communications and outreach to research partners and sponsors.
7. Perform other relevant duties as assigned.

Under the general direction of, and in collaboration with researchers and faculty members, **Research Assistant IV** positions apply extensive knowledge in their field to perform high-level, complex research activities. They will normally hold a Master's degree. Individuals with training beyond a Master's degree who have limited experience may also fall into this classification level.

Duties and Responsibilities include:

1. Design and implement experiments, data collection protocols, and standards.
2. Determine the appropriate methodology to carry out identified research goals.
3. Recruit research participants.
4. Conduct high-level and complex academic research and literature searches.
5. Collect and manage research data, conduct advanced analysis of research results and document findings.
6. Interpret research findings and perform editorial tasks.
7. Present project status and findings to stakeholders.
8. Organize and host seminars, focus groups, community meetings, special events, and other forms of public engagement.
9. Identify and assist in securing funding opportunities; prepare and submit documentation required by funding agencies.
10. Support funding procurement and staffing supervision.
11. Contribute to overall activities and internal operations related to the research project.
12. Perform other relevant duties as assigned.