

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00592	Pay Grade:	6
JD Title:	Research Assistant	JD FTE Hours:	35
Job Family:	Research Coordinator		

General Description

Responsible for organizing and administering one or more research projects within required deadlines under the direction of a Principal Investigator or project leader.

Representative Duties & Responsibilities

- Oversee the collection, entry, verification, management, analysis, and reporting of data.
- Use statistical software to analyze data and interpret results.
- Design and maintain databases, data collection forms, error checking methods and related programs for efficient collection, analysis, and reporting.
- Modify and reconfigure databases to ensure the optimal storage of data and minimize data entry complexities.
- Troubleshoot moderately complex computer problems.
- Write data management and operations documentation for the project.
- Liaise between the project centre and remote project sites and personnel.
- Conduct structured project participant interviews.
- Ensure that the relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- Participate in the development of promotional strategies and related materials to encourage participation and support for research projects.
- Develop presentations and present information and training sessions to project personnel and project participants.
- Keep project participants informed of project progress through regular reports and newsletters.
- Gather and compile information and data required for the preparation of scientific papers, abstracts, and graphs.
- Conduct literature searches.
- Oversee the extraction and compilation of data required for reports and disseminate data to research groups and collaborating partners.
- Implement and maintain the research project budget. Create financial projections and make adjustments to the research project budget throughout the fiscal year.
- Exercise appropriate budget controls, monitor, and reconcile accounts.
- Write a variety of letters and memos.
- Participate in research project meetings and propose recommendations for procedure modifications and development in the areas of data management, quality control, and assurance.
- Write, update, and archive data management and quality assurance conventions.
- Respond to inquiries received from project personnel regarding relevant project issues and procedures.

Supervision

- No formal supervision of others is required.

Qualifications

- Bachelor's degree in a relevant field of study.
- Requires 2 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents and enter data into databases.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information, word processing routine documents, and inputting data into databases and spreadsheets.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Overseeing the collection, entry, verification, management, analysis, and reporting of data.
 - Creating and maintaining data collection forms, error checking methods and related programs for efficient collection, analysis, and reporting.
 - Troubleshooting moderately complex computer problems.
 - Writing data management and operations documentation for the project.
 - Liaising between the project centre and remote project sites and personnel.
 - Ensuring that the relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Designing databases in consultation with researchers and project coordinators.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally deals with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00592	Pay Grade:	6
JD Title:	Research Assistant	Total Points:	449
Job Family:	Research Coordinator		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	E2	96
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	2.0	28
	10. Responsibility for Others	1.0	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.5	80
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5