Job Description for Temporary, Casual or Interim Positions

**Job Title**
Research Assistant I

**Interim Job Code**
INT014

**Pay Grid**
Temporary

**Student Work Program Job Code**
WPS014

**Pay Grade**
Level 1

### Job Summary
Under direct supervision, provides support of a routine nature related to the collection and review of data for research projects.

### Accountabilities
1. Input data into spreadsheets or databases and maintain information and records.
2. Conduct preliminary, basic analyses and prepare summaries of data.
3. Assist with obtaining data and information from databases for others to use in the development of presentations, scientific papers and reports.
4. Seek guidance and direction from researcher or other project staff.

### Qualifications
**Education:** Currently enrolled in a relevant post-secondary program.

**Experience:** Prior experience is not required.

### Working Conditions
- Work is performed under close supervision and guidance.

Date Revised: February 12, 2018