

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.