

Job Description for Temporary, Casual or Interim Positions

Job Title	Research Assistant IV		
Interim Job Code	INT093	Pay Grid	Temporary
Student Work Program Job Code	WPS093	Pay Grade	Level 4

Job Summary

Provides specialized research support to faculty members in their teaching/ laboratory activities. Work is performed independently.

Accountabilities

1. Designs, adapts and performs specialized research procedures.
2. Carries out complex statistical analysis.
3. Assists with recruiting participants for studies.
4. Coordinates and conducts structured project participant interviews and focus groups.
5. Conducts literature reviews and synthesis.
6. Contributes to the writing of research related reports and manuscripts.
7. Coordinates the use of laboratory equipment.
8. Records, classifies, and summarizes research data according to established procedures.
9. Performs other related tasks as outlined by the research coordinator.

Qualifications

Education: Completed a relevant post-secondary degree.

Experience: Minimum of 12 months experience.

Working Conditions

- Typical office environment.
- Work performed under general guidance and direction.
- Travel to research sites for meetings and/or data collection may be required.

Exceptions

- Do not correspond with internal and external colleagues as it pertains to sharing or gathering pertinent scientific information.
- Do not write data management and operations documentation.
- Do not implement and maintain the research project budget.
- Do not exercise budget controls, monitor and reconcile accounts.