

Job Description for Temporary, Casual or Interim Positions

Job Title	Research Assistant III		
Interim Job Code	INT143	Pay Grid	Temporary
Student Work Program Job Code	WPS143	Pay Grade	Level 3

Job Summary

Provide research support for faculty members in their teaching, research and laboratory activities. Work is performed independently, with the availability of direction and guidance from Research Staff or Manager.

Accountabilities

1. Adhering to established research methodology, gather and compile data for the research study or project.
2. Modify and adapt research methods, techniques or procedures, based on deviations in experimental results.
3. Record, classify, and summarize research data according to established procedures.
4. Conduct structured participant interviews and focus groups.
5. Carry out intermediate level statistical analyses.
6. Contribute to the preparation of data for reports, journal articles, papers, etc.
7. Conduct literature reviews and synthesize findings.
8. Perform other related tasks as outlined by the researcher.

Qualifications

Education: Completed a relevant post-secondary degree.

Experience: Minimum of 6 months of related experience in a research environment.

Working Conditions

- Typical office environment
- Work performed under general guidance and direction.

Exclusions

- Do not participate in the development of operations documents, promotional strategies or related materials.
- Do not provide training sessions to project personnel.
- Do not exercise budget controls, monitor or reconcile accounts.
- Do not demonstrate or train others on experimental techniques or on the operation of laboratory equipment.