

Job Description

Job Title	Research Assistant on ESF.02.058
Department/Institute	Office of the Deputy Principal – VET Social Sciences
Reporting to	Deputy Principal – VET Social Sciences
Main Objective	To assist researchers in various areas of research that will be undertaken.

1. To contribute in various ways to research, assisting researchers and technical experts as necessary;
2. To perform research work as necessary including in archives, through interviews, online etc.;
3. To prepare literature reviews, collect and analyze data;
4. To develop or assist in the development of interview schedules;
5. To identify and compile lists of potential research subjects in accordance with study objectives and parameters, as appropriate;
6. To contact potential subjects to introduce and explain study objectives and protocol and to arrange interviews, focus groups, either in person or by telephone;
7. To travel to locations outside MCAST to collect and record data as appropriate to the specific objectives of the research;
8. To conduct and record face-to-face/telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures and documentation standards;
9. To maintain accurate records of interviews, including interview summaries;
10. To review and edit data to ensure completeness and accuracy of information;
11. To provide ready access to all data for the researchers;
12. To code and verify data in accordance with specified research protocol and coding procedures and enter data into a computer database and/or spreadsheet application for subsequent analysis;
13. To analyse data and summarize project results;
14. To attend project meetings as necessary;
15. To track progress over time, compile data for progress reports;
16. To prepare articles, reports, and presentations as required;
17. To assist with evaluation strategies;
18. To develop assessment and evaluation tools;
19. To prepare regular reports on work being carried out;
20. To work in a team and cooperate fully with the research team and the researcher/s/he is assigned to;
21. To perform job-related duties as instructed, including routine clerical duties, if essential to the research activities.

