

## Job Description

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

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 s/he is assigned to;
21. To perform job-related duties as instructed, including routine clerical duties, if essential to the research activities.

