# Job Description

**Job Title:** Research Assistant - Transatlantic Perspectives on the Use of Data Science in Museums and Heritage  
**Department / Unit:** Department of History  
**Grade:** RHUL 6  
**Accountable to:** Lecturer – Ancient History & Archaeology

## Key Tasks

- Carry out literature searches and identify sources relevant for the project  
- Provide administrative support for research meetings (e.g. organising collaboration agreements, liaising with those partners who are providing venues, finding suitable dates for later meetings, booking space, arranging travel and accommodation, preparing timetables etc.)  
- Document meeting discussions and prepare summary notes  
- Provide written input to project reports as appropriate  
- Plan own day to day research activity using standard techniques  
- Supervision by the PI

## Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.