### JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Research Assistant</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Psychology</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>RHUL 6</td>
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<td><strong>Accountable to:</strong></td>
<td>Jessie Ricketts</td>
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</tbody>
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**Key Tasks**

The main responsibilities of the post are:

- To recruit, schedule and test participants (data collection) for area of study
- Schedule participant appointments and make decisions / assessments as to appropriate approaches within each focus group or individual interview.
- Developing research methods
- To back up data collected each day as appropriate; to conduct data entry and data analysis tasks to contribute to the production of research reports
- Provide written input to project reports and guidelines, as appropriate.
- Plans 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.