## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Politics and International Relations</td>
</tr>
<tr>
<td>Job type</td>
<td>Research</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 6</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>British Academy Global Professor</td>
</tr>
</tbody>
</table>

**Purpose of the Post**

The appointed candidate will be working with Prof. Sjoberg within British Academy funded project on gender and sexuality in global politics, and on a project to start a Centre for Gender Studies at Royal Holloway University.

**Key Tasks**

- To provide assistance and support in organizing research on gender, sexuality, and the state in global politics, and to provide assistance and support in analysing data and reporting findings.

- To provide support in research organization, including formatting, bibliographic work, and proofreading on journal article and book manuscripts to be submitted for publication as a part of the project.

- To compile lists of potential stakeholders and funders in the Centre for Gender Studies, to communicate with contacts for the Centre as requested, to support strategic planning for the Centre, and to provide event-planning logistical support as necessary as the Centre gets off the ground.

- To provide assistance and support in organizing research on gender, sexuality, and the state in global politics, and to provide assistance and support in analysing data and reporting findings.

- To catalog archives on treaty marriages in France, the UK, Spain, Austria, and China.

- To document and code contemporary policies on relationship/marriage migration and citizenship.

- To provide support in research organization, including formatting, bibliographic work, and proofreading on journal article and book manuscripts to be submitted for publication as a part of the project.
To compile lists of potential stakeholders and funders in the Centre for Gender Studies, to communicate with contacts for the Centre as requested, to support strategic planning for the Centre, and to provide event-planning logistical support as necessary as the Centre gets off the ground.

To check-in regularly on work progress.

### 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.

### Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: Prof. Laura Sjoberg in the role as Principal Investigator, and, where relevant, academic, industrial, or professional contacts.