



JOB DESCRIPTION

Job Title:	Research Administrator
Department / Unit:	Geography
Job type	Casual
Grade:	RHUL 5
Accountable to:	PI / Project Lead
Purpose of the Post	
To support the successful delivery of the ESRC project DAPRI (Drivers of Antibiotic Resistance in Poultry, India) through completion of Administrative and Research Activities. The research project is investigating farming experiences, food systems, agricultural and food policy (particularly around the use of pharmaceuticals in farm animals), and veterinary services in peri-urban regions of India.	
Key Tasks	
<ul style="list-style-type: none"> • Assisting the PI by undertaking literature searches to specified parameters • Assist with some primary data collection as directed by PI • Production of basic statistics and graphs. • To manage project data including (a) collection of back up data in a timely manner as appropriate (b) conduct data entry (c) take up simple data analysis tasks under supervision. • Manage and support resources including transfer of data • Assistance with writing, proof-reading and editing documents. • Maintaining the project webpages • Assistance with data processing for other projects • To recruit, schedule and test participants (data collection) for area of study • Communicate with stakeholders through electronic and print media • Organise learning events - online and face to face • Manage databases and systems for mentoring scheme 	

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:
The Project consortium members in UK and India