JOB DESCRIPTION

Job Title:	Research Assistant
Department / Unit:	English
Job type	Casual
Grade:	5
Accountable to:	PI / Project Lead

Purpose of the Post
To support the successful delivery of the Towards a Digital Analysis of Environmental Concepts in the UN Corpus project through completion of Administrative and Research Activities.

Key Tasks

- Assisting the PI by building online surveys to specified designs

- Developing Research methods

- Production of basic statistics and graphs

- Coding, for which previous experience would be beneficial

- 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 steering group members	

ROYAL HOLLOWAY
University of London

PERSON SPECIFICATION FORM

Job Title: Research Assistant

	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Educated to A' Level	X	
Educated to first degree level or equivalent		X
Qualification / experience in area of research		X
Skills and/or Abilities		
Ability to communicate to non-scientific audiences	X	
Ability to construct graphs and conduct analyses	X	
Computer literate in Microsoft Word, Excel and PowerPoint	X	
Experience		
Experience using Qualtrics		X
Basic website updating		X
Coding Experience	X	