## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research Assistant</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Department of Politics, International Relations and Philosophy</td>
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<tr>
<td>Job type</td>
<td>Research Assistant</td>
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<tr>
<td>Grade:</td>
<td>RHUL 6</td>
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<tr>
<td>Accountable to:</td>
<td>Prof. Chris Hanretty and Dr. Thomas Stubbs</td>
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<tr>
<td>Accountable for:</td>
<td>No line management responsibility</td>
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### Purpose of the Post

The research assistant will help with two ESRC funded projects: “Politicians’ temporal focus”, which investigates whether politicians talk more about the past, the present or the future, and which is led by Prof. Chris Hanretty, and “The Global Governance of Ideas: International Organisations as Agents of Policy Diffusion”, led by Dr. Thomas Stubbs, which investigates how international organisations’ ideas diffuse, where and when are these ideas implemented, and why these ideas become embedded in some countries but not others. The research assistant will conduct literature reviews and gather data for both projects.

### Key Tasks

- **To compile a dataset of governors’ "State of the State" address for the past forty years across the fifty states of the United States.**

  This task will involve desk-based research, including but not limited to: visiting gubernatorial web pages; web pages of State archives; the websites of useful associations like the National Governors’ Association; the National Association of State Budget Officers; ballotpedia.org, and stateofthestate.com.

  It may also include: emailing state archivists and gubernatorial offices.

- **To compile a dataset of IMF technical assistance missions for the past forty years across the world.**

  This task will involve extending an existing data-set (see [http://www.kentikelenis.net/data.html](http://www.kentikelenis.net/data.html) for details) both backwards and forwards in time. The research assistant will have to match the existing format of the data, and including information on missions between 1980 and 1990, and between 2010 and the present.

- **To summarize the process of data gathering for the same, and generally to locate, clean and restructure datasets as instructed.**
To conduct literature reviews on assigned topics, at the direction of the two named investigators, within the broad areas of legislative representation and global public policy.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their 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 two Principal Investigators [Chris Hanretty; Thomas Stubbs]
- administrative staff in the School of Law and Social Sciences
- co-investigators located at partner universities [Universities of Edinburgh, Tampere; Australian National University; Cambridge University]