

# University of Greenwich

## JOB DESCRIPTION

<b>Job Title:</b>	Student Research Assistant	<b>Grade:</b>	AWP SA
<b>Department:</b>	PSWC	<b>Date of Job Evaluation:</b>	
<b>Role reports to:</b>	HEIF Research Fellow, Faculty of Education and Health		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>	None		
<b>Other Key contacts:</b>	Professors and senior academics involved in HEIF		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

**PURPOSE OF ROLE:** This is a fantastic opportunity for hard-working and dedicated MSc students with an interest in education and health research to work across the Faculty of Education and Health.

The Research Assistants will be responsible for helping assist and deliver tasks that support research and enterprise activities across the Faculty. This will involve liaising with research and academic staff and contributing to the organization of academic events. The Research Assistants will be required to take part in literature searching, writing up reports, and complete general admin tasks.

The post will require strong communication and interpersonal skills, excellent organizational and time-management skills and the ability to work efficiently and flexibly, both as independently and as part of a team. The ideal candidates will have experience of working in a Health and/or Education research setting but this is not required.

Student Research Assistants will be required to give 7-10 hours of their time per week during the academic year. Successful candidates will need to complete a DBS check.

### KEY ACCOUNTABILITIES:

#### Team Specific:

- Attend and contribute to meetings in the Faculty.
- Help search and collate relevant literature.
- Assist in the administration of organizing events.
- Supervise events in a professional manner.
- Contribute to the writing of reports.

#### Generic:

- Liaise with research and other key academic staff as required.
- Contribute to administrative duties as required.

#### Managing Self

## University of Greenwich

- Work independently with supervision to complete tasks.
- Punctual, complete tasks to time and notify manager in advance if deadline is unrealistic / problematic.

### **Core Requirements:**

- Adhere to and promote the University's policies on Equality and Diversity and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

### **Additional Requirements:**

- An up-to-date DBS check is desirable (All successful candidates will be required to complete an enhanced DBS check before commencing work on this project). Candidates must be able to travel between sites.

### **KEY PERFORMANCE INDICATORS:**

- Successfully attend and assist with the organization of research enterprise events.
- Complete literature searches to high standard.

### **KEY RELATIONSHIPS (Internal & External):**

You will be expected to form good relationships with research and academic staff in the Faculty and both internal and external partners.

### **PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a team environment.</li> <li>• Experience of conducting research in the area of Education and/or Health (such as dissertation project)</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills, both oral and written and be able to communicate with a range of different audiences and age groups at the appropriate level.</li> <li>• An understanding of research methods in Education and/or Health disciplines.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience of collecting data from participants</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to carry out multiple tasks efficiently</li> <li>• Ability to use SPSS or other quantitative research analysis software.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

## University of Greenwich

- Strong IT skills with ability to use and learn new software.
- Demonstrated ability to engage in proactive problem solving and ability to use initiative.
- Ability to act in a reliable, dependable, approachable and professional manner.
- Ability to manage own workload alongside course commitments, work independently and as part of a team.

### **Qualifications**

- Enrolled on a Master Degree course in Education or Health

### **Personal attributes**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity