



GWSS Research Assistant (RA) Job Description Academic Student Employee (ASE)

Research Assistant (ASE/RA) Name:

Appointment Period:

Supervisor(s):

Check all duties that apply to this individual:

Prepare materials for Human Subjects Review Board, i.e. IRB (Institutional Review Board) forms

Recruit subjects

Interview subjects

Analyze data

Write articles, reports and/or presentations

Review literature

Prepare grant materials for submission

Prepare materials for experimental use

Keep accurate records of experimental data

Provide ready access to all experimental data for supervisor

Manage and respond to experiment-related email

Prepare website materials

Supervise undergraduate students

Maintain records on individual students' assignment completion

Act as liaison/mediator between undergraduate students and professor

Attend area seminars

Attend other courses as required

Other specific duties:

ASE/RA Signature:

Date:

Supervisor Signature:

Date:

Additional Supervisor Signature:

Date: