

## Research Assistant/Associate Job Description

**FORM NOT FOR USE FOR NON-ASE STUDENT HOURLY ASSISTANTS**

**Reminder: standard 50% ASE appointment = maximum of 220 hours of work**

Student: please notify your supervisor and the Administrator if you use more than 2 days of leave in a quarter, leave (per ASE contract, article 17) needs to be coordinated across the year under multiple supervisors

<b>RA Name:</b>	
<b>Appointment Period (Quarter):</b>	
<b>Grant/Fund Name &amp; Number:</b>	
<b>Principal Investigator/Supervisor:</b>	

Check all duties that apply to this individual:

- |   |   |
|---|---|
| <input type="checkbox"/> Prepare materials for Human Subjects Review Board<br><input type="checkbox"/> Recruit subjects<br><input type="checkbox"/> Interview subjects<br><br><input type="checkbox"/> Prepare materials for research meetings<br><input type="checkbox"/> Request or acquire necessary equipment/software<br><input type="checkbox"/> Develop and construct research data<br><br><input type="checkbox"/> Oversee budget<br><br><input type="checkbox"/> Analyze data<br><input type="checkbox"/> Write articles, reports and/or presentations<br><br><input type="checkbox"/> Review literature<br><input type="checkbox"/> Prepare grants materials for submission<br><input type="checkbox"/> Prepare materials for experimental use<br><input type="checkbox"/> Keep accurate records of experimental data | <input type="checkbox"/> Provide ready access to all experimental data for P.I. and/or supervisor<br><input type="checkbox"/> Manage and respond to experiment-related e-mail<br><input type="checkbox"/> Prepare website materials<br><input type="checkbox"/> Maintain (update) webpage materials<br><br><input type="checkbox"/> Supervise undergraduate students<br><input type="checkbox"/> Maintain records on individual students' assignment completion<br><input type="checkbox"/> Maintain student attendance records<br><input type="checkbox"/> Act as liaison/mediator between undergraduate student and professor<br><br><input type="checkbox"/> Attend lab meetings<br><input type="checkbox"/> Attend area seminars<br><input type="checkbox"/> Attend other courses as required |
|---|---|

Other **specific duties** and/or **required training**:

ASE Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_