



## POSITION DESCRIPTION

Department of Management & Marketing

### Casual Research Assistant

#### POSITION NO

#### CLASSIFICATION

Casual Research Assistant

#### SALARY

Casual hourly rates (as at 10/05/2024)  
RA1-3 \$49.53 - \$54.24

#### WORKING HOURS

Applicants will be placed in the Department of Management & Marketing Casual Research Assistant pool and contacted when suitable projects arise.

#### BASIS OF EMPLOYMENT

Casual

#### OTHER BENEFITS

<https://about.unimelb.edu.au/careers/staff-benefits>

#### HOW TO APPLY

*Please do not apply via the University Careers site.* Please register your interest via the [Faculty Recruitment System](#).

#### CONTACT FOR ENQUIRIES ONLY

Management and Marketing: [research-mgmt-mktg@unimelb.edu.au](mailto:research-mgmt-mktg@unimelb.edu.au)  
*Please do not send your application to this contact.*

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](https://about.unimelb.edu.au/careers)

## ***Position Summary***

Research Assistants are a critical part of research project teams. Research Assistants execute research support tasks that contribute significantly to the successful development of academic research and publications.

Casual Research Assistants report to a Principal Researcher who is responsible for overall coordination of research projects. Tasks vary depending on the project, and a Research Assistant may work on more than one project at a time.

### ***1. Key Responsibilities***

Research Assistants undertake some or all of the following duties under the direction of a Principal Researcher:

- Conduct literature reviews
- Collect data (primary and secondary) through multiple methods
- Clean and prepare data
- Analyse data (using quantitative and/or qualitative techniques)
- Assist with report preparation (eg. formatting, assembling reference lists)
- Attend research team meetings
- Liaise with the Principal Researcher and research team regarding project administration matters as needed
- Undertake other related activities as directed by the Principal Researcher

### ***2. Selection Criteria***

#### **2.1 ESSENTIAL**

- A Bachelor level qualification in a relevant discipline and/or equivalent relevant academic or professional or practice-based experience and expertise
- Excellent written and verbal communication skills
- An ability to manage research related administrative tasks efficiently and accurately, including demonstrated capacity to utilise data analysis tools and technology
- An ability to work collaboratively and collegially with academic and professional staff colleagues
- A commitment to research integrity

## 2.2 DESIRABLE

- Postgraduate qualifications in a relevant discipline
- Recent, relevant research assistance experience
- A sound understanding of research ethics, research methods, and data analysis techniques
- For qualitative projects: knowledge of interview techniques, ability to summarise and code textual and/or visual data
- For quantitative projects: Statistical/mathematical expertise necessary to collect, process, and analyse quantitative data

## 2.3 OTHER JOB RELATED INFORMATION

All Research Assistants must prove eligibility to work in Australia with an Australian or New Zealand citizenship or permanent residency document or work visa valid for the employment contract duration. New Research Assistants must provide a copy of their work rights document when accepting their employment contract.

Research assistants new to the University of Melbourne will be required to complete an induction for casual staff.

The number of work hours offered to Research Assistants is dependent upon demand from Principal Researchers.

## ***3. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the

compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## ***4. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## ***5. Other Information***

### **5.1 ORGANISATION UNIT**

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

#### **Organisational Structure**

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

- Academic Support Office
- Student Experience and Experimental Learning
- Research Development Unit
- The Williams Centre for Learning Advancement

The Faculty also hosts the University-wide initiative Melbourne School of Professional and Continuing Education (MSPACE), which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University's professional, continuing and executive education offerings

### **Our Programs**

There are about 10,000 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

### **Our Graduates**

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at [www.fbe.unimelb.edu.au](http://www.fbe.unimelb.edu.au).

## **5.2 THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

## **5.3 ADVANCING MELBOURNE**

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## 5.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>