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DUTY STATEMENT – CASUAL ROLE

Research Assistant

Position Level

Level 3

Faculty/Division

Original document creation

March 2023

Position Summary

A Research Assistant (Level 3) provides routine support to research activities under guidance.

This role will:

- Perform data entry.
- Format articles.
- Collect research information.
- Check research data for errors and format data for analysis as required.
- Undertake routine supervised research support tasks consistent with established methodologies (may include basic lab or field work).
- Arrange meetings, book meeting rooms and follow up outstanding matters in relation to research project/s.
- Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

A person engaged is generally expected to have the following skills and experience:

- Experience working with a range of computer systems.

Additional Pre-employment checks required for this position:

- Dependent on research topic/project scope.

About this document

This Duty Statement outlines the job duties, required skills & pre-employment checks required to successfully perform the role.

This document is intended to determine the scope of the position. To change the requirements of a position contract the HR Business Partnering Team.