



Make
it matter.

POSITION DESCRIPTION

Research Assistant

Faculty/Division	Science
Classification Level	Professional 5
	G - Administrative, Clerical, Computing, Professional & Research Staff
Hours & Span (Category)	
Position number	00205007
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	19 July 2023

Position Summary

The Research Assistant undertakes research support tasks across a diverse range of research projects conducted in the Developmental Affective Science Lab within the School of Psychology at UNSW Sydney.

This role reports to Scientia Associate Professor Susanne Schweizer and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Data cleaning and analysis performed by comparing online submissions against a lab checklist to ensure submissions are genuine.
- Proof-read, edit and write methods sections based on standard procedures in the lab for draft research papers.
- Draft ethics applications, using and updating existing templates from the lab for new projects and proof-reading applications of lab members.
- Liaise with stakeholders in the preparation of ethics and grant applications, abstracts, annual and progress reports.
- Support lab members with participant recruitment by contacting schools to inform them of studies taking place in the lab.

- Data collection for the various projects taking place in the lab.
- Conduct statistical data reporting.
- Respond to routine enquiries relating to research.
- Attend research meeting and training sessions.
- Align with and actively demonstrate the [Code of Conduct and Values](#).
- Cooperate with all health and 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.

Skills and Experience

- Completion of a degree in psychology or related field without subsequent relevant work experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Prior experience supporting a research project.
- Experience with data analyses in a scientific environment.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.