

Position Description

Research Assistant



Details

Area	Faculty of Arts and Education
Team / School	STEM, School of Education.
Employment	Full time (36.75 hours per week) and fixed term until September 2024
Location	Waurin Ponds
Classification	Research Assistant
Manager Title	Senior Lecturer, Education (Science Education)

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plan – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

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Overview

This position is to support and assist with research and evaluation of the Invergowrie STEM Hub project. Working with the academic project team across three universities, the RA will coordinate and monitor the design, implementation and impact of the STEM Hub across the two years of the project, including ongoing analysis of the Hub data analytics. Evaluation findings will be utilized to revise, improve and expand the STEM Hub resources as required and to build a much greater understanding of where STEM interventions should happen and what kind of resources and interventions have most impact.

Responsibilities

Research Assistance and Innovation

- Work with the Invergowrie STEM Hub academic team to achieve the project outcomes.
- Liaise with academic and technical staff from the STEM hub.
- Assist the STEM Hub Project leaders (Academic & Content) to coordinate the research activities across the three universities (University of Melbourne, Deakin and Swinburne).
- Manage communication processes within the Team.
- Assist the project team with working with STEM teaching and learning content, developing, and organising resources, and generate and analyse data related to website development and implementation.
- Contribute to building an active national and international research database, prepare findings for oral and written communication including publications.
- Effectively and ethically produce data and maintain ethical data protocols and management systems including a project website.
- Conduct high-level analyses of qualitative and quantitative data.
- Undertake reviews of research literature in student engagement, learning and career pathways in STEM.
- Organise meetings, take accurate notes and actions as required
- Provide updates of project milestones to the STEM Hub Project Leads
- Contribute to writing of reports and papers

Relationships

- Internal relationships: support Deakin Content Leader in liaising with multiple stakeholder groups to develop and implement effective research and evaluation strategies
- External relationships: work collaboratively with academic teams from three universities to design and implement research and evaluation, and to communicate research outcomes.

Selection

Qualifications and experience

- A Degree with substantial experience with research methods used in the Education discipline.
- Demonstrated capacity to support and undertake research activities in a multi- disciplinary team, including managing timelines, working within timelines, and overseeing quality control processes.
- Demonstrated ability to work effectively as a member of an interdisciplinary team.
- Demonstrated skills in the coordination of data collection, data entry and data analysis.

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- Demonstrated organisational skills including the ability to maintain a high standard of data record keeping and to meet competing deadlines.
- High-level interpersonal skills, including the ability to communicate and work with both academic and technical staff.
- High-level oral, written communication and presentation skills.
- Experience in working with students and teachers in primary or secondary school settings.
- Demonstrated skills contributing to the preparation of research manuscripts.

Desirable

- Interest in and knowledge of research relating to STEM teaching and learning.
- Experience with qualitative research methods.
- Demonstrated skills in the publication of research manuscripts.
- A teaching qualification and experience in teaching.

Capabilities

- **Digital Literacy:** Interprets and distils information; produces clear communications through a variety of digital platforms
- **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
- **Emotional Intelligence:** Recognises emotions in self and others; uses emotional cues to guide thinking and behaviour
- **Building Networks and Partnerships:** Identifies and invests in relationships essential for growth and positive outcomes
- **Communicating with Influence:** Engages and energises others through clear and persuasive communication
- **Personal Resilience:** Maintains composure and focus under pressure, adapts to changing situations and recovers from setbacks

Special Requirements

- Working with Children Check

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.