

## Appendix C

### Student Research Assistant Job Description

**Function:** Assist a faculty member in descriptive, exploratory or experimental research; publication activities, data collection, data management and/or data analysis. Student works under the direct supervision of the faculty member.

**Most Common Responsibilities:**

- Responsible to model the University Mission through dedicated job performance, service excellence to constituencies, respectful collaboration and active support of the University's Mission in Catholic and Lasallian higher education.
- Prepare, manipulate, and manage extensive databases.
- Facilitate gathering of materials and data for various projects and reports; write summaries of project findings as requested.
- Provide assistance with the preparation of project-related reports, manuscripts, and presentations.
- Obtain informed consent of research subjects.
- Perform qualitative analysis and/or quantitative analyses of data, using computer software as applicable.
- Verify the accuracy and validity of data entered in databases; correct any errors.
- Prepare tables, graphs, fact sheets, and written reports summarizing research results.
- Edit and submit protocols and other required research documentation.
- Develop and implement research quality control procedures.
- Research topical areas as requested including the completion of comprehensive literature and web searches.
- Other job-related duties as assigned.

**Qualifications:**

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures.
- Other skills and discipline-specific knowledge may be required depending on the project for which you will be conducting research.

**Requirements:**

- Students must file a FASFA and be cleared, by financial aid, to work up to 15 hours a week. This employment along with any other employment not to exceed 15 hours combined.
- Students must complete and submit certificate of completion of Human Participant Protections Education for Research prior to assuming this position.

**How to apply:** Contact a faculty member in an area in which you wish to conduct research.

**Salary:** \$10.00 per hour

## Guidelines for Requesting Student Research Assistant

A proportion of the Stahl Center funds has been budgeted for research assistant salaries. Research assistant salaries may be awarded through the Stahl Center until the funds for the year are spent. The fiscal year runs from July 1 to June 30.

Procedures for requesting and hiring a student research assistant follow.

- The faculty member must complete Form C (below) and submit it with the proposal for Stahl Center funding.
- The faculty member's proposal must include expected pay for the student research assistant in the budget. [Note, however, that the request for a student research assistant will be reviewed as a separate component of the budget, and the total award for a project may exceed the maximum of \$3,000, if funding above that amount is allocated for a student research assistant.]
  - Specify the number of hours per week, the number of weeks, or the total number of hours the student research assistant will be expected to work on the project.
    - Keep in mind that:
      - A student research assistant may work no more than 15 hours per week.
      - Students who are work-study eligible may hold a research assistant position and a work-study position in the same semester as long as the total hours worked do not exceed 15 hours per week.
    - Estimate the salary for the student research assistant. The salary is \$10.00 per hour based on the role and duties to be assigned.
- Once the proposal is funded through the Stahl Center, the faculty member is responsible for recruiting and selecting a student for the research assistant position.
  - Keep in mind that:
    - A student should not hold a research assistant position *and* receive independent study credit in the same semester for the *same* project.
    - Full and part-time undergraduate and graduate students are eligible to serve as research assistants.
- Students hired as research assistants must complete Human Participant Protections Education for Research. A certificate of completion is generated by the training program. The student must submit this certificate to the faculty sponsor, and a copy must be submitted to the Stahl Center.
- The student selected to serve as a research assistant must have filed a FAFSA (Free Application for Federal Student Aid), which is available at <http://www.fafsa.ed.gov>.
- Once the student is selected by the faculty sponsor, approval and processing of the position will be provided through the Financial Aid Department as a grant-funded position.
  - Faculty sponsors should obtain and review the Student Employment Manual (available at the Lewis University Financial Aid website under "Related Links.")
  - The Stahl Center will provide the faculty sponsor with a Student Employment Contract Form. This form must be completed by the student. It is the faculty

sponsor's responsibility to send the completed contract form to the Financial Aid Department.

- The faculty sponsor must also complete student time sheets and submit them to the Financial Aid Department so that the student may be compensated
- It is the faculty sponsor's responsibility to provide the student with an official copy of the job description, as well as a detailed copy of their duties, and to train and supervise the student research assistant.

## **Form C: Request for Funding for Student Research Assistant**

1. Briefly describe the role and functions of the research assistant in this scholarly initiative.
2. How many hours per week (or total) are you requesting for the student research assistant?
3. What pre-requisite knowledge or experience may be needed (if appropriate)?
4. How will the student be trained?
5. What safety measures will be put in place to protect the student?