

Research Assistant Job Description

RA Name:	Kaylea Hascall
Appointment Period:	6/16/2020 – 9/15/2020
Grant Name & Number:	Modeling Underproduction/Anonymous 63-7119 and 61-2504
Principal Investigator/Supervisor:	Benjamin Mako Hill

Check all duties that apply to this individual:

- | | |
|--|--|
| <input type="checkbox"/> Prepare materials for Human Subjects Review Board
<input type="checkbox"/> Recruit subjects
<input type="checkbox"/> Interview subjects

<input checked="" type="checkbox"/> Analyze data
<input checked="" type="checkbox"/> Write articles, reports and/or presentations

<input checked="" type="checkbox"/> Review literature
<input type="checkbox"/> Prepare grants materials for submission
<input checked="" type="checkbox"/> Prepare materials for experimental use
<input checked="" type="checkbox"/> Keep accurate records of experimental data
<input checked="" type="checkbox"/> Provide ready access to all experimental data for P.I. and/or supervisor
<input checked="" type="checkbox"/> Manage and respond to experiment-related e-mail
<input checked="" type="checkbox"/> Prepare website materials
<input checked="" type="checkbox"/> Maintain (update) webpage materials | <input type="checkbox"/> Supervise undergraduate students
<input type="checkbox"/> Maintain records on individual students' assignment completion
<input type="checkbox"/> Maintain student attendance records
<input type="checkbox"/> Act as liaison/mediator between undergraduate student and professor

<input checked="" type="checkbox"/> Attend lab meetings
<input checked="" type="checkbox"/> Attend area seminars
<input type="checkbox"/> Attend other courses as required |
|--|--|

Other specific duties:

ASE Signature: _____ Date: _____

Supervisor Signature: Benjamin Hill Date: 2020/06/15