

Research Assistant Job Description

RA Name:	Charles Kiene
Appointment Period:	6/16/2020 – 9/15/2020
Grant Name & Number:	Community Success 61-1024
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"/> Supervise undergraduate students |
| <input type="checkbox"/> Recruit subjects | <input type="checkbox"/> Maintain records on individual students' assignment completion |
| <input type="checkbox"/> Interview subjects | <input type="checkbox"/> Maintain student attendance records |
| <input checked="" type="checkbox"/> Analyze data | <input type="checkbox"/> Act as liaison/mediator between undergraduate student and professor |
| <input checked="" type="checkbox"/> Write articles, reports and/or presentations | |
| <input checked="" type="checkbox"/> Review literature | <input checked="" type="checkbox"/> Attend lab meetings |
| <input type="checkbox"/> Prepare grants materials for submission | <input checked="" type="checkbox"/> Attend area seminars |
| <input checked="" type="checkbox"/> Prepare materials for experimental use | <input type="checkbox"/> Attend other courses as required |
| <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 | |

Other specific duties:

ASE Signature: _____ Date: _____

Supervisor Signature:  _____ Date: 2020/06/15