

EURēCA! Student Assistant Job Descriptions

CONTENTS

EURēCA! Student Assistant Job Descriptions	1
Tips for Writing a Job Description	1
1. Example EURēCA! Student Assistant in Anatomical Digital Media.....	3
2. Example EURēCA! Student Assistant in Photography.....	4
3. Example EURēCA! Student Assistant in Sociology	5

Tips for Writing a Job Description

The job description serves as the framework for the student’s work experience.

Job Description

1. Determine the actual tasks and responsibilities prior to determining any special qualifications required for the position.
2. Describe the position and responsibilities in a way that will entice the student to want to learn more about your research.
3. Include duties that peak student interests and demonstrate that you intend to assign meaningful and significant projects.
4. Include “Reports to” and “Consults with” information so the student understands with whom they will be interfacing.
5. A well-written job description is more than a list of tasks. It reflects a sense of priorities and opportunities for learning.
6. Ideally, word the job description in such a way that student’s performance can be measured.
7. For virtual/remote research, identify the technology platforms to be used and a plan for training and supervision of the student.

What skills will the student learn?

Consider these questions:

1. What can students learn that will advance their understanding of prior University coursework?
2. What industry-specific skills will the student gain to enter better prepared for a career in this field?
3. Are there any special training programs that will occur during this intensive experience?
4. What professional skills will the student acquire during this experience?

Qualifications

This section defines the specific minimum skills, attributes or credentials required to start in the position. Following are some examples:

Too General	Be Specific
Computer literate	Proficient with Microsoft Word, Excel, ARCsoft
Good Communication skills	Ability to communicate technical information to nontechnical audiences
Handles administrative tasks	Receives and processes monthly human resource action reports

1. Example EURēCA! Student Assistant in Anatomical Digital Media

Purpose:

The intersection of human anatomy, arts, and digital media is a rapidly growing, unique, interdisciplinary field. The student assistant will work with a small team of faculty & staff on the curation and dissemination of 3D assets, including animations, videos, and 3D printed models. These unique 3D assets blend classical human anatomy with cutting-edge 3D modeling technology.

Position Description:

1. Curation of a 3D anatomy library. The student assistant will help in the design and maintenance of a digital anatomy repository that includes 3D assets created within the Modern Human Anatomy Program (MHA). The student assistant will also help in the curation of a physical display of anatomy artwork and 3D printed models in the MHA suite.
2. Dissemination of anatomy & art. The student assistant will share the innovative work by creating photos, blogs, and videos for the MHA website and social media outlets, as well as via SketchFab, an online repository for 3D digital assets. The assistant will also help students and staff share MHA assets at local symposia and fairs, as well as educational outreach events.

Duties and Responsibilities:

Organization and maintenance of digital asset database and online repository, assistance in the MHA 3D print lab, artistic design and display of the 3D printed organ model gallery, marketing and social media promotion, and presentation of work at local events throughout the year. The student may also assist in some minor office duties and literature searches in the field of anatomical sciences education.

Skills and Knowledge Gained:

Human anatomy, 3D surface scanning, 3D modeling and 3D printing, database management, web design, gallery display design, written communication, oral communication, and community engagement. Software programs that the student may learn include Artec Spider Scanner software, Polycam, Blender, and/or Maya. Finally, the student will be exposed to and learn about the various professional healthcare and biomedical research careers.

Minimum Qualifications:

Reliability and resourcefulness, strong work ethic, organizational skills, teamwork, proficiency with social media, eagerness to learn new technology, and effective oral and written communication.

Preferred Qualifications:

Experience with data management and/or 3D modeling/printing software.

Preferred courses: Basic Biology, Human Anatomy or Human Physiology (or any equivalent course covering basic organ systems)

Trainings to be Completed:

FERPA training. Note: the student assistant will NOT work with student files/grades. However, the student assistant will be working with 3D assets and data, and it will be important for the student assistant to understand privacy issues as related to FERPA.

Position Commitment:

10 - 15 hrs/week

2. Example EURēCA! Student Assistant in Photography

Purpose:

This position involves performing duties as a photographic assistant to a professional artist in a variety of intricate and time-consuming creative projects. The artist creates large-scale, staged photographs out of complex sets. His elaborate constructions involve a variety of media including photography, painting and sculpture. The student will assist in the shooting of photographic sets, as well as in preparing work for exhibitions and presentations.

Position Description:

The research assistant will employ experimental analog techniques in the black and white darkroom, assist with the production of exhibition quality prints, and prepare photographic materials for exhibitions.

Duties and Responsibilities:

Duties may include shooting with medium and large format cameras, selecting props for still life photographs, developing black and white film, printing black and white photographs in the darkroom, experimenting with light-sensitive photographic materials, creating editions of final prints, preparing prints for exhibitions, creating print inventories, maintaining a clean studio space, preparing digital files for publicity materials, crating and shipping framed photographs, and participating in the business practices of a professional artist.

Skills and Knowledge Gained:

Creative and conceptual skills related to the production of contemporary art, technical skills in analog image production, understanding fine art business practices, ability to prepare artwork for an exhibition, confidence in conducting creative research, and communication skills. Specific skills include:

- 8"x10" and 4"x5" view camera operations
- Complex strobe lighting techniques
- Applications for instant, positive and negative films
- Applications for digital Imaging software such as Photoshop, Lightroom and Bridge
- Translation of theoretical and philosophical ideas into visual form
- Preparation for exhibitions and artist presentations
- The use of soft pastels and pastel pencils to create photorealistic "books"

Minimum Qualifications:

Experience developing black and white film and printing black and white negatives. Strong work ethic, organizational skills, communication skills, and ability to work independently.

Preferred Qualifications:

Experience shooting medium and large format cameras, experience with mat cutting, framing and presentation of artwork, working knowledge of Photoshop and Lightroom.

Position Commitment:

10 hrs./week

Trainings to be Completed:

Information Security and Privacy Awareness Training and Discrimination and Harassment Training. Will also receive training on equipment in the studio as needed.

3. Example EURēCA! Student Assistant in Sociology

Purpose:

This project will examine current issues with water quality and reliability in Colorado's manufactured home communities (MHCs). The 2023 Colorado Legislature enacted House Bill 23-1257 to create a statewide water testing program in MHCs, where water quality and reliability is often poor. This research will be done in parallel to that program to document issues faced by MHC residents, concerns with water testing, experiences of water pollution and service disruptions, and interactions with the state water quality testing program. The project will use existing data, which catalogues complaints from MHC residents. The project also aims to collect new qualitative interview data on water quality and reliability from residents living in MHCs.

Position Description:

The undergraduate researcher will join the primary investigator to assist with study design, outreach, recruiting of participants, and data collection. This student assistant will be involved in all aspects of research; including study design; literature review; qualitative data collection, management, and analyses; and writing up results.

Duties and Responsibilities:

The main responsibilities of the undergraduate researcher will be to perform a literature review of existing research on socio-demographics and water quality research; undergo IRB research ethics training; assist with outreach and qualitative data collection among residents in Colorado manufactured home communities (in person and via Zoom); perform data management and data analysis on secondary data from the Colorado Dept. of Local Affairs; produce a short piece of writing describing the key results; and contribute to grant writing for additional project funding.

Skills and Knowledge Gained:

Critical thinking; problem solving; state of the field technical skills; research design; COMBIRB submission; data management; qualitative data collection skills and experience; confidence conducting research; communication skills; grant writing exposure.

Minimum Qualifications:

- Strong work ethic
- Good academic standing
- Excellent communication skills
- Ability to use Microsoft Excel for data management
- Course experience with qualitative methods
- Comfort contacting professional staff and others for outreach
- Ability to use Zoom for scheduling and conducting meetings

Preferred Qualifications:

- Spanish language skills

Position Commitment:

5-10 hours/week with flexible schedule