



EURēCA! Student Assistant Job Descriptions

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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 Behavioral Neuroscience

Purpose:

The research assistant will conduct experiments that will contribute to broader team projects. This student assistant will collaborate with other lab members, including research assistants, graduate assistants, and the principal investigator to gain experience in behavioral neuroscience research.

Position Description:

The research assistant will conduct behavioral neuroscience research aimed at understanding how exercise increases stress resilience in rodent models. This student assistant will be involved in all aspects of research, including study design, lab work, method development, data generation and analyses, and data presentation.

Duties and Responsibilities:

Duties may include data collection, working with live rats, small animal surgery, tissue collection, and microscopy supporting the principal investigator's research on exercise and stress resilience.

Skills and Knowledge Gained:

Critical thinking; problem solving; state of the field technical skills; experimental design; database management; statistical analyses of data; confidence conducting research; communication skills.

Minimum Qualifications:

Strong work ethic, willingness to work with live rodents, ability to work with others in a team environment, and previous lab experience.

Preferred Qualifications:

Prior work with live animals, microscopy, or molecular biology techniques preferred.

Trainings to be Completed:

Environmental Health and Safety, Bio-safety, IACUC, Information Security and Privacy, and Discrimination and Harassment Trainings.

Position Commitment:

10 - 15 hrs/week

2. Example EURēCA! Student Assistant in Photography

Purpose:

The research assistant will work with a faculty mentor on fine art photography projects and exhibits.

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.

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 working knowledge of 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 Chinese Art History

Purpose:

The position will provide the student with experience in scholarly research in the humanities through the disciplinary tools of art history and Chinese studies.

Position Description:

The research assistant will assist the principal investigator, an art historian of Chinese art, with various stages of a book project. The assistant will conduct library, archival, and web-based research on the subject of twentieth-century Chinese art and its intersection with global modernist art.

Duties and Responsibilities:

The assistant will help with the identification, procurement, and organization of sources from Interlibrary Loan and web-based archives. Depending on the assistant's level of experience and reading ability in foreign languages, the assistant may also preview, assess, and summarize sources. The assistant may also assist with logistical components of the project, such as contacting and communicating with collaborators to secure images and reproduction rights, and cataloguing files (physical and digital) related to the book project. The assistant may also help to create PowerPoint decks and textual materials for conference presentations and lectures.

Skills and Knowledge Gained:

The assistant will gain skills in library and archival research, including source acquisition and analysis, as well as critical thinking and advanced reading comprehension skills. The assistant may also gain further competency in foreign languages (Chinese, Italian, French, etc.), professional communication, laws on intellectual property, and data management.

Minimum Qualifications:

Strong oral and written communication skills; experienced in library research and paper-writing; curious mindset; interest in historical research; ability to work independently and problem-solve.

Preferred Qualifications:

Although not required, the ideal candidate will have a background in art history, history, East Asian or Chinese studies, and/or basic reading skills in Chinese. All otherwise-qualified candidates with an interest in these subjects—even without experience—will be considered.

Position Commitment:

10 hours/week with flexible schedule.

Application Requirements:

A writing sample, preferably a humanities class, would be appreciated.