## Research Assistant Workload Agreement

Research Assistant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Info (phone, email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status & home institution (undergrad, Masters, PhD, post-doc)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total hours expected per week \_\_\_\_\_\_\_\_\_\_\_\_\_\_

RA start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RA end date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hourly rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay frequency (e.g. one-time, monthly) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In completing this form together, the supervisor(s) and RA are expected to agree to the nature of duties the RA will perform and the support to be provided by the supervisor(s).

**Duties of Research Assistant**

The primary duties consist of one or more of the following:

* Locating, reading, and summarizing pertinent research articles
* Setting up and/or performing experiments
* Preparing and effectuating surveys
* Data collection, data entry, data organization
* Assistance with data analysis
* Assistance with preparation of written and oral publications
* Training and supervising less experienced research personnel

In particular, this RAship shall involve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have discussed the allocation of tasks within the above general framework and accept the responsibilities of the supervisor(s) and research assistant. We understand that this document is to be used as a guideline to ensure that the required duties can be performed within the allotted hours and that this agreement can be revised and updated throughout the semester as necessary.

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Name(s) of Supervisor(s) Name of Research Assistant

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Signature(s) of Supervisor(s) Signature of Research Assistant

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Date Date