



Research Capacity Classifications

Research Assistant

Research Assistants are normally students in a University of Winnipeg undergraduate program, employed to assist with tasks related to research. Work is performed within defined guidelines and under supervision of a more senior researcher or faculty member.

Representative Duties and Responsibilities:

1. Prepare equipment and materials for research.
2. Perform academic research, standard tests and experiments.
3. Monitor and document research status and findings.
4. Assist with duties related to the production of articles, publications, reports and presentations.
5. Prepare literature reviews.
6. Assist in data collection, data entry, analysis and interpretation.
7. Assist in the acquisition of research materials and supplies.
8. Perform data/word processing, routine computations, and record keeping.
9. Perform routine clerical and administrative duties to support research activities.
10. Perform other duties as required or assigned.

Senior Research Assistant

Senior Research Assistants are normally graduate or undergraduate students employed to assist in the execution and evaluation of research projects. The positions may oversee Research Assistants in areas such as the use of proper techniques, analysis, and documentation.

Senior Research Assistants work under the general supervision or direction of more senior researchers or faculty members, and are expected to exercise judgment in prioritizing, planning and organizing their own work within defined parameters.

Representative Duties and Responsibilities (In addition to Research Assistant duties):

1. Assist in the execution and evaluation of research projects, including literature reviews, surveys, focus groups, data integration and analysis.
2. Assist in preparing articles, publications, reports and presentations.
3. Prepare materials for submission to research funding agencies and foundations.
4. Monitor project budget and make approved purchases on request.
5. Assist in seeking publication opportunities for the research team.
6. Maintain communications and outreach to research partners and sponsors.
7. Perform other duties as required or assigned.

Research Associates and Senior Research Associates

Preamble

Research Associates and Senior Research Associates are researchers with qualifications and expertise to conduct independent research in collaboration with, and under the general direction of researchers and faculty members. The positions differ from Senior Research Assistants in task complexity and in scope of responsibility, which may include managing research resources, supervising researchers and technical personnel, and coordinating a large portion of the project. Work activities are typically carried out independently, under general direction, in line with established policies and objectives. Positions will normally hold a Master's degree or higher.

Research Associates

Under the general direction of, and in collaboration with researchers and faculty members, positions at this level apply extensive knowledge in their field to perform high-level, complex research activities, and will normally hold a Master's degree. Individuals with training beyond a Master's degree who have limited experience may also be appointed into this classification level.

Representative Duties and Responsibilities:

1. Design and implement experiments, data collection protocols, and standards.
2. Determine the appropriate methodology to carry out identified research goals.
3. Recruit research participants.
4. Conduct high-level and complex academic research and literature searches.
5. Collect and manage research data, conduct advanced analysis of research results and document findings.
6. Interpret research findings and perform editorial tasks.
7. Present project status and findings to stakeholders.
8. Organize and host seminars, focus groups, community meetings, special events, and other forms of public engagement.
9. Identify and assist in securing funding opportunities; prepare and submit documentations required by funding agencies.
10. Support project procurement and staff supervision.
11. Contribute to overall activities and internal operations related to the research project.
12. Perform other duties, including administrative support, as required or assigned.

Senior Research Associates

Under the general direction of, and in collaboration with researchers and faculty members, positions at this level apply extensive knowledge in their field to lead high-level, complex research projects. Compared to Research Associates, these positions exercise greater input and judgment over the research, may be involved in setting research program objectives, and may be responsible for managing the team and project funds. Senior Research Associates would normally hold a doctoral degree or have equivalent qualifications and experience.

Representative Duties and Responsibilities:

1. Collaborate with researchers and faculty members to establish research objectives, analytical protocols and guidelines, and deadlines.
2. Oversee project and operation level management of the research, including research funds, personnel, analysis of research results, and technical output.
3. Conduct quality analysis on research operations and methodologies.
4. Liaise with external research partners.
5. Perform duties of Research Associates or other related duties, as required or assigned.