**Template for Advertising Research Support Posts**

***Instructions:*** *This template should be used for advertising research funded posts and completed by the Principal Investigator.*

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| **College** |  |
| **School/Research Institute/Centre/Unit** |  |
| **Post Title** | **Research Assistant – Theoretical** |
| **Project** |  |
| **Post Duration** |  |
| **Name of Principal Investigator /Reports to** |  |
| **HR Administrator** | *Please email advertisement to Tracy Eagles in HR, email* [*t.eagles@ucc.ie*](mailto:t.eagles@ucc.ie) |
| **HR Competition No.** | *To be completed by HR* |

***Position Summary***

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| **PI can insert an opening paragraph or introductory text on the Department or Research Centre or on the research position. The PI can include other duties and responsibilities which are specific to the post.** |
| **Salary: €xxxx - €xxxx** |

**Role Summary**

This title will apply to a person employed for the purpose of supporting the research project/area. A Research Assistant Theoretical will work under the direction of a Principal Investigator or his/her nominee within a research area or supporting one or more research projects, programmes, centre or institute.

**Key Duties and Responsibilities**

* To work under the direction of the Principal Investigator/Project Leader.
* To work with the Principal Investigator to develop project plans and support the research/area.
* Collection of data, research and record maintenance in the research area.
* Development of sustainable IT frameworks/structures.
* To perform a variety of duties involved in supporting the research project(s) or programme.
* To perform other related duties incidental to the work described herein.
* To facilitate dissemination of information required.
* Implementation and co-ordination of actions on policy decisions in the research area.
* To assist in the development of promotional material including website, brochure material, reports etc.
* To develop internal contacts and to develop a knowledge and understanding of the research project and research related work.
* To co-ordinate own day-to-day work to support the research project.
* To undertake duties assigned by the Principal Investigator or his/her nominee in support of the research area.
* To carry out any additional duties as may reasonably be required within the general scope and level of the post.

*The list of duties detailed above is not intended to be exclusive or restrictive and may be adjusted dependent on the area of research.*

**Criteria**

* A graduate qualification in a field of discipline relevant to the area of investigation i.e. BSc or MSc.
* Demonstrated commitment to research.
* Ability to maintain records and excellent computer skills.
* Excellent organisational skills, including a proven ability to work to deadlines.
* Proven ability to work independently and as part of a team.
* Ability to relate to staff in a collegial manner.
* Excellent organisational, interpersonal, report writing and IT skills.
* Excellent communication, both written and spoken.

**For Informal Enquiries on the post candidates should contact:**

Name:

Title

Email Address:

Telephone:

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| **To Apply:**  Please submit a short cover letter and C.V. to <Insert Name>, <Title>, <Email Address>, <telephone no>, on or before the closing date <xxxx>.  Supplementary Information on the Department/Research Centre and the post is available at the following URL:xxxxxxxxx |
|  |
| Please email the completed Job Description to Tracy Eagles in HR to advertise along with the Research Funded Post Proposal (PF4) form. |