

**QUEEN'S UNIVERSITY SUPPORT STAFF
POSITION SUMMARY**

Department: Sociology – Surveillance Studies Centre
Title: Research Associate
Generic Position Cluster: ADMSF7

Position Number: 25733 001
Grade: 7

Job Summary:

Reporting to the Center Director, the SSC Research Associate facilitates collaborative research among Centre members and associated research teams. The Research Associate also performs direct research work, liaises with other researchers, and performs editorial work and bibliographic searches.

Key Responsibilities:

Editorial:

- Assists with administration, planning and production of publications such as articles, chapters, books and reports.
- Assists the editors of the online journal Surveillance and Society by monitoring timelines, corresponding with contributors and reviewers, and overseeing the assessment of manuscripts for publication
- Performs some writing and editing duties in co-ordination with the Centre's director and associated co-investigators

Research:

- Works with collaborators and researchers in gathering data including reviews, articles, reports, summaries and other writing
- Analyzes and prepares results for presentation
- Provides computerization and analysis of research data. Prepares visual and verbal presentations.
- Participates in related meetings and conferences
- Ensures that SSC research network co-investigators and collaborators are fully informed about research progress and inter-/intra-group (Integrated Research Sub Projects) research activities
- Liaises with outside researchers and agencies to facilitate research goals and communicate information between members, partners, stakeholders and publishers
- Assists in the search for, and writing of, grant applications and outside funding in coordination with members
- Ensures compliance with ethics guidelines

Writing:

- Under the direction of the Director and other research network members, prepares articles, reports, summaries, and authors and co-authors papers
- Performs some administrative duties such as preparing documents for ethics review and grant applications.

Organization:

- Assists with the organization of, and provides research support for, workshops, seminars, meetings and other special events.

Required Background:

- Masters degree in social science (sociology preferred)
- Social science research experience
- Consideration will be given to an equivalent combination of education and experience

Special Skills:

- Excellent communication skills both written and oral
- Organizational skills with an ability to prioritize tasks
- Writing, editing, and communication skills in order to facilitate information sharing between project and outside organizations
- Skill in analysis of results particularly in the area of social science research data
- Resourcefulness and attention to detail
- Leadership skills to provide direction and instruction to research staff and students

Decision Making:

- Make recommendations regarding the types of information to be collected
- Determine the best way to analyze data and prepare results for presentation
- Make administrative decisions regarding the preparation of documents and applications
- Make recommendations regarding potential grant applications and outside funding sources
- Determine when, and the type of information that co-investigators and collaborators need to remain fully informed about the research process
- Make recommendations to the PI to ensure that the project remains in compliance with ethical guidelines

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| 1. Is this position technical in nature in a lab or lab-related area? | No |
| 2. Does this position support a research project?
Surveillance Studies Centre, specifically: The New Transparency | Yes |
| 3. Does this position report directly to a Principal Investigator (PI)?
If yes, name of Principal Investigator David Lyon | Yes |

Supervisory Responsibilities:

Do you have any supervisory responsibilities?

YES NO

If you responded yes to the above question, which of the following duties do you perform for employees who report to you?

You have the right to hire or you make the effective recommendation to do so.

YES NO

You have the right to fire or you make the effective recommendation to do so.

YES NO

You are responsible for handling disciplinary matters including issuing written warnings.

YES NO

You are responsible for conducting performance appraisals.

YES NO

You are responsible for delegating work and ensuring that it is satisfactory.

YES NO

SIGNATURES:

Incumbent

Supervisor

Department Head

Date: