**Job Description**

**Position**: Research Assistant Intern

**School/Service** Institute of Management

**Reference**: UoB-IoM1

**Grade**: Grade 1

**Status**: Fixed term – December 2019 to June 2020

**Hours**: Part-time; 10 hours per week (flexible)

**Responsible to**: Project lead/Academic Head/Head of Faculty

**Background:**

The Ryley Research Internship Scheme is named in honour of Ethel Ryley who was Mayor of Bolton and a long time champion of the creation of Bolton Institute of Higher Education and the inspiration behind Bolton Institute of Technology.

The purpose of the scheme is to support the Teaching Intensive Research Informed strategic focus of the University and to support students in their degree by engaging with a research team and participating in a defined piece of research activity. The opportunity also provides a taster for students who may be considering pursuing an advanced degree in research such as a PhD.

The scheme is open to all second year students on a University of Bolton Degree who are eligible to work in the UK.

**Main Function of the Internship:**

This is an opportunity for undergraduates to develop the skills and experience required for many potential academic and research related academic progression and development.

The role will require interaction with University staff, students, graduates and organisations external to the institution. The post holder will also need to be able to work outside of normal hours when required.

**Principal Duties and Responsibilities:**

The project involves exploring the scopes to develop digital intelligence in undergraduate students across a range of areas through staff-student partnership engagement process.

The role of the intern will be to assist the research team by gathering primary and secondary data. The intern will also be responsible for arranging and conducting workshops, pre and post-induction surveys, semi-structured interviews, transcribing the interviews and analysing the data.

Key tasks include:

* To carry out a literature review in the relevant field (The intern will be continuing with existing work done in this area)
* To design and disseminate survey questionnaires. (The intern will be continuing with existing work done in this area)
* To conduct staff-student partnership workshops to design and pilot an intervention programme
* To conduct one-to-one semi structured interviews/focus groups
* To transcribe the responses from interviews/focus groups.
* To undertake analysis of the results.
* To inform the design of a digital intelligence framework.
* Liaise with all relevant stakeholders.

**Person Specification**

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| --- | --- | --- | --- |
| **Position:** | Research Assistant Intern | **Reference:** | UoB-IoM1 |
| **School/Service** | Institute of Management | Priority |  |
| **Criteria** | **(1/2/3)** | **Method of Assessment** |
| **1 Qualifications** |  |  |
| 1 a) To be a current undergraduate at the University of Bolton | 1 | CV/Supporting Statement/Documentation |
| 1 b) Educated to A level standard or equivalent  | 1 | CV/Supporting Statement/Documentation |
| 1 c) Educated to GCSE, grade C or equivalent in English and Mathematics, or equivalent standard of education | 1 | CV/Supporting Statement/Documentation |
| **2 Skills / Knowledge** |  |  |
| 2 a) Excellent verbal and written communication skills | 1 | CV/Supporting Statement/Interview |
| 2 b) Willingness and ability to arrange, conduct interviews and focus groups and transcribe responses. | 1 | CV/Supporting Statement/Interview |
| 2 c) Knowledge of quantitative data analysis techniques, qualitative methodologies and completing a literature review | 1 | CV/Supporting Statement/Interview |
| 2 d) Ability to work flexibly, prioritising workloads to meet given deadlines | 1 | CV/Supporting Statement/Interview |
| 2 e) Knowledge of and interest in student-staff partnership and digital intelligence or digital literacy capabilities.  | 1 | CV/Supporting Statement/Interview |
| 2 f) Ability and willingness to contribute to academic publications | 2 | CV/Supporting Statement/Interview |
| 2 g) Knowledge of SPSS software | 2 | CV/Supporting Statement/Interview |
|  **3 Experience** |  |  |
| 3 a) Experience of undertaking research | 1 | CV/Supporting Statement/Interview |
| 3 b) Experience of contribution to a research project  | 2 | CV/Supporting Statement/Interview |
| **4 Personal Qualities** |  |  |
| 4 a) Methodical approach to problem solving | 1 | CV/Supporting Statement/Interview |
| 4 b) An enthusiastic and positive outlook | 1 | CV/Supporting Statement/Interview |
| **5 Other** |  |  |
| 5 a) Willingness to work flexibly to meet the needs of the University, which may require working at times outside of normal working hours | 1 | Interview |
| 5 b Commitment to the University’s policy on equal  opportunities and diversity | 1 | Interview |
| 5 c) Willing to undertake appropriate staff development to keep up to date with the requirements of the role, which may take place outside the University | 1 | Interview |

*Note:*

1. ***Priority 1*** *indicates* ***vital*** *criteria - a candidate would be unsuccessful if unable to satisfy a Priority 1 criteria.*
2. ***Priority 2*** *indicates* ***desirable*** *criteria - candidates failing to satisfy a number of these are unlikely to be successful.*

***Priority 3*** *indicates criteria* ***not specifically required*** *for the post but in a competitive situation may be used to select candidates who cannot be separated on priorities 1. and 2.*