

# **Roles and Responsibilities for Research Assistants for the Skills and Learning Study 2 at IAL Research and Innovation Division**

## **JOB RESPONSIBILITIES**

Research Assistant (RA) will work closely with the IAL SLS study team. The work roles RA will undertake may include the following:

1. Review SLS-related materials;
2. Assist with development, review and refinement of SLS questionnaire;
3. Assist with the preparation of Field Trial and Main Study materials (e.g., sampling frame, ethics application, training materials, publicity materials);
4. Assist with data collection monitoring and reports;
5. Assist with data entry and management; organizing and cleaning data; data coding;
6. Review literature and assist with data analysis (including using SLS 1 data) and reporting;
7. Assist with writing of report and generating of charts and tables for presentations;
8. Participate in activities of the Research Unit (e.g. Research Seminars and Workshops; IAL-wide activities, e.g. Annual Adult Learning Symposium);
9. Other duties as required.

## **REQUIREMENTS**

- Preferably with at least 1-2 years' relevant experience in data analytics and survey data collection (Fresh graduates are welcomed to apply)
- Strong problem solving and critical thinking skills, and able to work independently and as a team
- Meticulous and good with figures
- Proficient writing skills
- Proficiency in statistical and data visualisation tools such as STATA and R would be advantageous