Research Assistant Duties and Responsibilities
American Culture Studies (ACS) at BGSU

Graduate research assistants in ACS may be assigned to one or more research tasks. These tasks may be related to a particular faculty research project, the organization of a conference, the editing of a journal, grant application or management, or other activities that are associated with further the acquisition, analysis, or dissemination of knowledge.

Research assistants are only responsible to work the number of hours per week stipulated by their contracts. There may be some weeks that the number of hours necessary to complete assistant tasks (for example, for support for a conference) may exceed the stated number of hours; these must be balanced by reduced hours on other weeks. Research assistants are generally not expected to be present during BGSU holidays or breaks. If there is an exception because of the necessity of work at a particular event, the research assistant is to be given significant advance notice.

The following list is representative of the duties and responsibilities of a Research Assistant, but this list is not all-inclusive, nor is every Research Assistant responsible for all of the below. Duties and responsibilities are subject to modification at the discretion of the supervising instructor. Some graduate assistants may work in both teaching and research capacities in the same semester, even though they may be classified as “Teaching” or “Research” for the purposes of payroll. If that is the case, graduate assistants shall receive clear guidelines at the beginning of the semester as to what allotments of their time are to be dedicated to research and teaching, respectively. For further clarification, Research Assistants should consult their supervising instructor, the ACS Director, and/or their GA contract.

Typical Research Assistant Duties and Responsibilities:

- Assists with academic research.
- Assists with the editing and preparation of manuscripts.
- Assists with duties related to the production of academic journals.
- Meets regularly with supervisor to discuss research assignments.
- Performs research work in archives, through interviews, online, or whatever may be appropriate to assist the assistant’s supervisor.
- Prepares literature reviews.
- Gathers and analyzes data.
- Prepares materials for submission to agencies and foundations that fund research.
- Prepares materials for HSRB (Human Research Subjects Board) review.
- Manages and replies to project-related correspondence.
- Organizes, maintains, and updates website content.
- Supervises any undergraduate students working on assigned research projects.
- Attends project meetings.
- Assists in the acquisition of research materials from campus facilities.
- Prepares other articles, reports, and presentations.
- Performs routine clerical duties as instructed, if essential to the research activities of the supervisor or project to which the research assistant is assigned.
• Assists in administrative duties such as completing reports.
• Assists in committee work, including committee attendance.
• Demonstrates respect toward and cooperation with the supervising instructor.
• Performs other duties as assigned by supervising instructor.

Note: research assistants are not expected to perform tasks either academic or non-academic that are not related to the particular research project(s) to which they are assigned.