

POSITION DESCRIPTION

POSITION TITLE:	Research Assistant
CLASSIFICATION:	RA1-RA4
EMPLOYMENT:	Part-time fixed term, 3 years
GROUP:	Translational Neuroscience
LOCATION:	Herston

POSITION OBJECTIVES

This research assistant will assist in conducting Magnetic Resonance Imaging (MRI), EEG and other neurophysiological recordings as part of research into epilepsy and dementia, communicate with study participants, help coordinate project activities between institutions, and assist in administrative tasks such as maintaining data and records, ethics applications and reports.

ORGANISATIONAL CONTEXT

QIMR Berghofer is a statutory body under the QIMR Act (1945). The mission of QIMR Berghofer is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised Centre for Medical Research, to develop that Centre as the primary focus of Medical Research within the State and to co-operate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

The Systems Neuroscience Group (SNG) is an independent research team within QIMR Berghofer. The SNG is a multi-disciplinary group that seeks to combine innovative data analysis with computational modelling of the brain in health and clinical neuroscience.

REPORTING STRUCTURE

This position reports to Dr Christine Guo.

PRIMARY RESPONSIBILITIES

- Assist in the acquisition of MRI, EEG and other neurophysiological recordings from study participants

- Contact potential research participants for recruitment into studies
- Communicate with and schedule participants for MRI imaging and neuropsychology exams
- Ensure accurate data entry and update database
- Assist in coordination of project activities and data management between QIMR Berghofer, Mater Hospital and QUT
- Assist with the preparation of study reports
- Undertake other administrative tasks as required
- Ensure work practices comply with the requirements of the *Work Health and Safety Act* related legislative requirements, the Institute's WH&S policies and procedures

KEY SELECTION CRITERIA (Qualifications, Experience, Skills, and Abilities)

Essential

- Relevant tertiary qualifications in an appropriate research or health-related discipline or demonstrated relevant equivalent experience (clinical, health and/or research knowledge)
- Attention to detail
- Excellent interpersonal skills
- Strong oral and written communication skills
- Proficiency in a range of computing skills including word processing, databases and spreadsheets
- Ability to work independently with minimal supervision

Desirable

- Previous experience in research studies
- Experience in MRI or EEG acquisition
- Knowledge of the neurobiology of epilepsy or dementia