Adult RA: Expectations and Responsibilities

Dear **RA Name,**

Welcome to our team at the Centre for Cognitive Development! We are looking forward to working with you!

In addition to conducting research with integrity and having a safe work environment (which are outlined on our Wiki Page), we value building and maintaining a culture of open communication. This is a document that conveys our high-level expectations for you as an in-lab research assistant. The expectations you should hold of us are available on our CCD Wiki Page (under the General Space).

Expectations:

- Communicating with the Lab Coordinator and/or Graduate Student if you feel that you have not been sufficiently trained on a task that you are being asked to perform, or if any expectations are asked of you that are not clearly stated on our Lab Wiki and/or this document.
- Committing to an 8-hours-a-week *in-person* schedule during Winter Session 2022-2023 based on your shared availability on **Days & Time**
    - In the summer, if you are the recipient of a research grant and will be doing more than 8 hours/week, you may be scheduled for longer shifts (8, 9, 10). During these shifts, you are expected and encouraged to take breaks for lunch etc.
- Attending all training sessions and meetings conducted by Lab Coordinator, Grad Student, and the EDRG (lab meetings are optional).
- Notifying the Lab Coordinator and graduate student *via email* about wanting to change your shifts and flexing in/out at least two weeks in advance

- Notifying the Lab Coordinator and Graduate Student *via email and Slack* about missing a shift the next day due to sickness at least 24 hours in advance (if possible)
- Notifying the Lab Members (with whom you have a meeting scheduled) via Slack about being late *before your shift is due to begin*.
- Actively monitoring Slack during in-person shifts and responding to messages and emails from Lab Members within the next 48 hours at the latest. Unless you have weekend shifts, we do not expect that you will monitor Slack during weekends and holidays.
- Arriving at least 15 minutes (if possible) before your scheduled participants to ensure study materials are prepared and ready to use. If not possible, notifying the Lab Coordinator via email and Slack
- Always maintaining professional and respectful correspondences with participants
- Reading weekly reminder emails (e.g. new lab policies) and applying new knowledge into practice
- Helping the Lab Coordinator and grad students with their efforts to train new team members (e.g. having new Adult RAs to shadow you while running studies)
- Should we observe any issues in the tasks that have been assigned to you, we will schedule a feedback meeting with you to clearly communicate this, and the steps we would like to implement for improvement.

Typical Responsibilities:

- Practicing and running studies with adult participants based on instructions provided by the project lead
- Posting time slots on the HSP system and monitoring for sign-ups
- During testing, walking participants through the study, the consent forms, and answering their questions to the best of your ability
- Post-study, uploading data promptly to the server for safe storage and accurately maintaining and updating the subject logs

- Post-study, providing HSP students with credit as soon as their study is completed
- Helping with any and all emails in the ccd.hsp inbox that pertain to participant activities, ensuring that they are responded to in a timely manner
- Engaging in meetings to discuss the scientific literature, most often with a Graduate Student.
- Reporting any issues that come up during testing, including writing detailed notes on the Subject Log to help researchers decide if any participant should be excluded from data analysis.

Please sign below if you read the document in its entirety and agree to holding these expectations up to the best of your ability.

Name: ..... Date: .....