Coder 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 *remote* schedule during Winter/Summer Session 2022-2023
- 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 changes to your weekly schedule and/or missing hours (due to travel, midterm season etc.) at least two weeks in advance
- Notifying the Lab Members (with whom you have a meeting scheduled) via Slack about being late *before your shift or meeting is due to begin* (when relevant)

- 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.
- Uploading data promptly to the server for safe storage
- Respecting the privacy of the participants at all stages of the research process
- Following the available troubleshooting instructions to solve issues related to the software used and reaching out the grad student for assistance if needed
- 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
- Downloading the necessary softwares and programs for coding
- Accessing the data files on the server and following the coding instructions given by the project lead
- Uploading data promptly to the server for safe storage
- Attending (bi)weekly check-in meetings with the project lead to discuss your progress and any issues

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: ....