

# Kid 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* shift schedule during Winter/Summer Session 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.
- When not running participants, actively and persistently recruiting participants for studies.
- Reading each weekly reminder email (about booking, in-lab protocols etc.) and applying new knowledge into practice.
- Always maintaining professional and respectful correspondences with families and EDRG staff.
- Completing the EDRG Social Media Task assigned by the EDRG Coordinator once a term.
- Helping the Lab Coordinator and grad students with their efforts to train new team members (e.g. having new Kid RAs to shadow you while running studies, making phone calls).
- 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:

- Navigating the EDRG Database to find participants who are eligible for our current studies
- Actively and persistently contacting parents via calling and emailing to inform them of our studies (we expect each RA to make at least 5 calls per shift).

- Making booking comments about each exchange with their parents (speaking on the phone, leaving a message, emailing).
- Following the guidelines and scripts available on the Lab Wiki for a majority of communication.
- Actively monitoring the ccd.participate inbox and replying to parents' inquiries about visiting our Centre and participating in our research in a timely manner.
- Completing your daily task assigned to you by the Lab Coordinator, including:
  - Reminders and Tomorrow's Studies: Calling, leaving a message, and/or emailing a parent to inform them of their upcoming appointment with our Centre and sending/giving them directions.
  - Visit Packages: Printing, highlighting, and organizing researcher layouts for each child booked for the next day (including other studies that the participant is still eligible for and potential times for a future visit).
  - Callbacks: Calling, leaving a message, and/or emailing to check in with a parent who expressed interest in participating in our studies and wanted to hear back from us at a certain time during the day/month/year.
  - Follow-Ups: Calling, leaving a message, and/or emailing follow up with a parent about a time slot that they have reserved in the next three days.
  - Vacuum & Lysol: Vacuuming, cleaning, and sanitizing the toys, tables, and workstations.
  - Garbage: Taking out the trash at the end of the day.
- During visits, walking parents through the studies, consent forms, and answering their questions to the best of your ability.
- Asking the Lab Coordinator or Graduate Student to help you answer any questions that you do not know the answers to.

- Running studies with the participants in accordance with your study protocols and scripts and following the protocols outlined on the Wiki page
- Uploading data promptly to the server for safe storage and accurately maintaining and updating the subject logs.
- 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 child 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: .....