

Research Internship Job Description

Role and Responsibilities

The Research Intern will be housed in the Prof. Adei Studio for Research Excellence, providing research and administrative support to the Provost, and faculty as needed. As part of his/her work, the RI will be assigned to assist various faculty with research and is expected to:

- ⇒ Perform administrative tasks including minute taking and tracking all actions; managing up and project management support to Principal Investigators; filing consent forms and support with IRB applications; managing research cloud folders; etc.
- ⇒ Provide literature review, data collection and analysis support to PIs i.e., desktop research, support with developing instruments; interview or focus group scheduling; etc.
- ⇒ Provide support with initial data analysis by cleaning, transcribing, coding, recording, and storing data for further analysis by principal investigators and other research staff.
- ⇒ Assist in the development of narratives, data tables, graphs, and charts to be included in presentation material and research reports for submission.
- ⇒ Undertake any other duties as assigned by PIs and/or the Provost.

Manager: Prof. Angela Owusu-Ansah, Provost & Professor

Role Requirements:

- ⇒ An undergraduate Degree in Business, Engineering, Computer Science, or any related field is required.
- ⇒ Ardent knowledge and/or interest in research methods, teaching, and learning
- ⇒ Evidence of effective verbal and written communication skills.
- ⇒ Professional experience in using Microsoft Office Suite (including but not limited to Word, Excel, PowerPoint), Google Docs.
- ⇒ Motivated self-starter with the ability to multi-task, work collaboratively and independently with purpose and accuracy to meet deadlines in a fast-paced environment
- ⇒ Efficient and effective organisational skills with the ability to implement systems and follow-up processes.
- ⇒ Proven work experience in research or a similar role with knowledge in conducting literature reviews and data analysis.

⇒ Excellent administration and time management skills.

Additional valued qualifications include:

⇒ Experience with or a willingness to develop skills in data analysis tools including but not limited to SPSS, NVIVO, Atlat.ti