JOB DESCRIPTION

Post:	Research Assistant
Type of contract:	Casual Worker (around 10 hours per week over a 12-week period)
Division:	Institute of Cognitive Neuroscience, Division of Psychology and Language Sciences, University College London (UCL)
Grade:	6 (the post is associated with a fixed total payment of £2000)

Main Purpose of Job

The post holder will assist with a project on the role of mental imagery in the learning of skills in different disciplines. The post holder will help UCL academic staff from the Eastman Dental Institute, the Institute of Ophthalmology, the Department of Chemical Engineering, the Centre for the Advancement of Learning and Teaching, and the Institute of Cognitive Neuroscience with the initial stages of a research project that ultimately hopes to introduce mental imagery in teaching to enhance student learning. The main duties are to perform an extensive literature search in different disciplines to characterise the existing literature in the area and produce a written report on the findings. The report has to be submitted by the end of April 2013. The post holder is also expected to investigate possible sources of funding that the academic team can target to apply for further funding.

Work Relationships

The post holder will collaborate with a multidisciplineary team of researchers using UCL central facilities. The successful applicant will be able to work independently and as part of the research team. His or her line manager will be Dr Leun Otten from the Institute of Cognitive Neuroscience. The location of the work (from home or at UCL) will be negotiated with the successful applicant. The successful applicant is expected to meet with the team on a regular basis.

Main Duties and Responsibilities

- Perform a literature search in different disciplines (notably psychology, dentistry, ophthalmology, and engineering) to identify published work on the role of mental imagery in skill learning.
- Summarise existing papers in oral and written form.
- Assess and summarise the current state of knowledge in the area.
- Investigate via web searches and other means possible sources of funding for future work in the area.
- Meet with the research team on a regular basis to convey preliminary findings.
- Ensure that all records, correspondence, and files are accurate and stored securely.
- Produce a final written report by the end of April 2013.
- Carry out any other duties that are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the line manager.
- The post holder is expected to undertake all work in line with UCL policies, procedures and regulations, including awareness and observation of Fire and Health & Safety Regulations, Equal Opportunities, and Race Equality policies.
- The post holder is expected to attend staff meetings and training as required.

PERSON SPECIFICATION

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Qualifications

- Good undergraduate degree in psychology or related field (Essential).

Skills and Knowledge

- Interest in mental imagery, memory, and learning (Essential).
- Well-organised with outstanding clerical, interpersonal, and computer skills (Essential).
- Able to work independently and as part of a team (Essential).
- Effective written and verbal communication skills (Essential).
- Excellent critical thinking and analysis skills (Essential).
- Able to manage their own time (Essential).
- Reliable and punctual (Essential).
- Able to quickly and effectively read, summarise, and critically review scientific papers (Essential).
- Commitment to high quality research and adherence to UCL's procedures and policies (Essential).
- Familiarity with Microsoft Windows and Microsoft Office (Essential).
- Familiarity with the UCL Library (Essential).
- Familiarity with literature searching via the UCL library and web (Essential).
- Familiarity with sources of research funding in the UK and Europe more widely (Desirable).

Experience

- Experience with literature searching and review (Essential).
- Experience with writing a literature review (Essential).