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| https://sharepoint.kent.ac.uk/hr/hrlibrary/Shared%20Documents/Logos/Anniversary_MasterBrand%20(3).jpg | **Job Description:** **Student Research Assistant** |
|  |  |
| **Salary Scale:** | **National Living Wage (£7.85 per hour)** |
| **Department:** | **School of History** |
| **Contract:** | **Fixed term** |
| **Location:** | **Canterbury campus** |
| **Responsible to:** | **Dr John Wills** |
| **Closing date for applications:**  | **23:59 on Sunday 5th February 2017** |
| **Interviews are expected to be held on:** | **Week beginning Monday 6th February 2017** |
| **Expected start date:** | **13th February 2017** |

**The School of History**

The School of History at the University of Kent is dedicated to excellence in research, learning and teaching. The School contains thirty-one full-time academic staff, half of whom have been appointed since 2001. In the RAE 2008 rankings, the School of History achieved an overall position of second equal (out of 83 History departments nationwide). The RAE History Panel rated as ‘outstanding’ the department’s research income and its deployment, the research structure and strategy, and support afforded both to the established and the numerous early career staff. The School currently offers a range of undergraduate programmes. In recent years, it has received consistently high ratings of over 90% student satisfaction for its undergraduate teaching in the National Student Survey. At postgraduate level, it offers MAs by coursework or research, an MSc and a full PhD programme. For further details on the School, see [www.kent.ac.uk/history/](http://www.kent.ac.uk/history/).

**The Role**

The School of History is seeking to appoint a Student Research Assistant to support Dr John Wills with his research project, Depictions of America in Videogames.

The postholder will be charged with supporting this project, carrying out tasks related to the research aims and outcomes of the project.

The postholder should expect to dedicate a total of 30 hours to this role.

**Key Accountabilities / Primary Responsibilities**

* Supporting the research activities of the project, through such tasks as:
	+ Undertaking research tasks regarding specific game titles and American themes
	+ Obtaining research materials from (mostly online) archives and websites
	+ Identifying and organising research materials
	+ Potentially playing through titles or making notes on game footage\*
	+ Creating game-related bibliographies
	+ Reporting on findings
	+ Support for research and editorial work (standardising footnotes etc.)
* Such other duties, commensurate with the grading of the post, that may be assigned by the Project Manager or their nominee.

\*Please note that the postholder will not be able to claim as paid time hours spent playing through videogame titles in relation to this project.

**Health, Safety & Wellbeing Considerations**

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

* Regular use of Screen Display Equipment

**Internal & External Relationships**

Internal: The postholder may be required to communicate with a range of internal contacts, including academic members of staff within the School and across the University, as well as staff in administrative roles within the University.

External: The postholder may be required to communicate appropriately with a wide range of contacts, including bloggers, players, game archives, and members of staff in archives, museums and other research institutions.

**Person Specification**

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications are assessed against each of the criteria either at application or interview stage. Applications will be deemed unsuccessful if an essential criterion is not met. This may also help you self-select if you are suitable for the role.

* **Qualifications / Training**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| A Levels or equivalent | **✓** |  |
| GCSE English and maths or equivalent | **✓** |  |

* **Experience / Knowledge**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Excellent organisational skills | **✓** |  |
| Ability to communicate (written and verbal) with a wide range of people (students/alumni/senior staff) | **✓** |  |
| Attention to detail | **✓** |  |
| Ability to problem solve | **✓** |  |
| Awareness of videogame industry and gaming in general |  | **✓** |
| Awareness of contemporary American history and culture |  | **✓** |

* **Skills / Abilities**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Good IT skills, particularly with the Microsoft Office suite | **✓** |  |
| Good communication skills | **✓** |  |
| Reliable  | **✓** |  |
| Polite | **✓** |  |
| Research skills |  | **✓** |

**How to apply:** Applicants should email a copy of their CV and a covering letter detailing why he/she is interested in this position (no more than 500 words) to J.Beer@kent.ac.uk, quoting reference number **HIST\_SRA\_08** in the subject line of the email. Applications received after the closing date will not be considered.