

## Job Description: Student Research Assistant

<b>Salary Scale:</b>	National Living Wage (£7.85 per hour)
<b>Department:</b>	School of History
<b>Contract:</b>	Fixed term – Spring and Summer term
<b>Location:</b>	Canterbury campus
<b>Responsible to:</b>	Dr Andrew Cohen
<b>Closing date for applications:</b>	12:00 on Friday 19 <sup>th</sup> January 2018
<b>Interviews are expected to be held on:</b>	Week beginning 22 <sup>nd</sup> January 2018
<b>Expected start date:</b>	Monday 29 <sup>th</sup> January 2018

### 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 Andrew Cohen with his research project, 'Labour Migration and Labour Relations in South and southern Africa, c.1900-2000'.

The project's primary focus is to make labour data from South and southern Africa more accessible to researchers, academics and other interested parties. Labour migration has been of crucial importance in southern Africa for centuries, with large numbers of people having moved across the region to mines, farms and urban centres in South Africa. The project aims to analyse the long-term impact of labour migration in southern Africa; the changes in occupational structures over the

course of the twentieth century; and processes and rates of proletarianisation and the legacies of labour surpluses across the region.

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 4 hours of support per week, over an initial period of twelve weeks to this role. There may be the option for the post to be extended subject to performance.'

### **Key Accountabilities / Primary Responsibilities**

- Supporting the research activities of the project, through such tasks as:
  - The cataloguing of research materials
  - Obtaining research materials from archives
  - Support for the organisation of conference and other research events
  - Digitisation of records and other sources
  - Support for editorial work (standardising footnotes etc.)
  - Undertaking basic research tasks
  
- Such other duties, commensurate with the grading of the post, which may be assigned by the Project Manager or their nominee.

### **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 will be required to communicate with a wide 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 will be required to communicate appropriately with a wide range of contacts, including academic members of staff in other institutions, and members of staff in archives, museums and other research institutions.

This project is funded by the British Academy Newton scheme and managed by both Dr Andrew Cohen and Dr Rory Pilosof (University of the Free State). The postholder should expect to be in email contact with both Dr Pilosof and the project's lead research assistant, Dr Lazlo Passemiers, both of whom are based in South Africa.

### **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**

	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	✓	
An interest in African history		✓

▪ **Skills / Abilities**

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

**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](mailto:J.Beer@kent.ac.uk), quoting reference number **HIST\_SRA\_10** in the subject line of the email. Applications received after the closing date will not be considered.