**Student Research Review Assistant (205)**

**Faculty Name:** *Enter here*

**Faculty Department:** *Enter here*

**Job Description:**

A student in this position will assist faculty in research efforts by conducting reviews of literature and subject material specific to research topics. Research activities may include:

* Compile a list of possible reference from index or abstract sources
* Look up and check references
* Extract information from sources
* Translate or transcribe
* Organize and classify data
* Tabulate and analyze data
* Proofread and edit reports and research copy
* Prepare bibliographies and indexes
* Read and summarize related literature
* Attend training sessions and staff meetings
* Perform miscellaneous duties as directed
* *Add duties here*

**Requirements for the job:**

Students MUST:

* Be able to operate a computer and other research equipment
* Have excellent communication skills
* Submit a short report detailing research progress during each semester of participation
* Present poster about the research experience at a Frontiers in Undergraduate Research exhibition or complete a short reflection paper at the conclusion of the academic year
* *Add requirements here*

Preferred qualifications:

* *Add any additional qualifications here*

**Application Materials:**

The standard application will ask for student name, email, major, GPA, anticipated graduation date, availability for fall semester, and a description of relevant experience. Please specify which additional application materials you would like students to provide. A list follows below; please **delete** any you do not wish to receive.

* *Cover Letter*
* *Resume*
* *References (Email? Telephone?)*

*Additional application questions: [please specify]*