Research Team Member Position Description

Website:  http://reslife.tamu.edu/employment

The Department of Residence Life at Texas A&M University serves an on-campus population of approximately 11,000 students in a variety of residence halls and apartment living spaces. The department also supports a student Research Team who specifically work on a variety of active research project(s) within the Department of Residence Life. Duties associated with Research Team members are beyond those of typical student employee positions. The objective of the Research Team is for the student to gain valuable experience directly tied to their field of interest and further the knowledge of the department relating to student experiences living on campus.

Mission:
The purpose of the Research Team is for undergraduate and graduate students to choose one or more of the available research projects within the area. The student will work with a supervisor or research mentor to complete this project-based assignment/experience. Some experiences will be team-oriented while others may be independent projects.

Learning Outcomes:
- Formal Research
  - Conduct and document a research project
- Collaborative Work
  - Function effectively on an interdisciplinary research team
- Transferable Skills
  - Summarize both the technical and experiential aspects of the research experience

Required Terms of Employment & Qualifications:
- Must be a full-time student in good academic and conduct standing as defined by TAMU
- Strong interest in research and understanding of how research team experiences connects to career goals
- Ability to relate well with students, faculty, and administrators
- Demonstration of responsibility, positive attitude, confidence, flexibility, team orientation, strong interpersonal skills, and high energy
- Must be available to attend trainings, research team meetings, office hours, presentations, and other meetings as necessary which may be before the start or after the conclusion of the academic term
- Ability to be self-directed with excellent written and verbal communication skills
- If paid internship option is selected, must be able to provide proof of identity and employment eligibility
- If paid internship option is selected, must pass criminal background check

Preferred Qualifications & Interests:
- Interest in the on-campus experience, student learning and development, education, leadership, peer mentorship, and other social science topics
- Previous experience or exposure to social science and other areas of study
- Reside in Residence Life managed on-campus housing at Texas A&M University

Responsibilities:
In general, the minimum expectations for the Student Intern position are:
- Designates approximately 2-15 hours per week to complete activities, meets regularly with supervisor or research mentor, and attends relevant meetings
- Completes and stays current on all departmental and research compliance trainings
- Attends and actively participates in regular research supervisory meetings with the supervisor or the research mentor
• Accomplishes administrative tasks which include but are not limited to program literature syntheses, data collection, data entry and processing, data analysis, and write-ups.
• Staffs resource tables to share program information and resources at various events – as needed
• Is available for formal and informal interaction with the participants in assigned residences for the purposes of research studies
• Completes regular research team journal entries and reflections

Benefits:
The benefits of Student Interns within Academic Support Initiatives may include:
• Significant leadership experience
• Personal and professional development through regular interactions with supervisor and/or research mentor
• Clarifying career goals through the research process
• Opportunity to work with faculty and staff across campus
• May provide funding to support research efforts including but not limited to conference registration, travel, printing and publication costs

Compensation:
Compensation for Student Interns can be provided accordingly:

Option 1 – Unpaid Intern who Receives Course Credit

Students will receive course credit that fulfills an aspect of their degree requirements. Course credit is the form of compensation for the intern’s contributions to the research team. Students are encouraged to consult with their academic department’s academic or major advisor to ensure courses fulfill degree requirements prior to participating. Common undergraduate courses students for which students receive credit (1-4 hours) are Internship, Co-Op, and Undergraduate Research. Students will need to complete the Texas A&M University Student Intern/Volunteer Waiver.

Option 2 – Paid Intern

Students will be paid an hourly rate for their contributions to the research team. Student Interns must be able to provide proof of identity and employment eligibility as well as pass criminal background check. Students will be paid for their hours worked following the bi-monthly pay schedule.

Additional Undergraduate Research Scholars Opportunity:
Regardless of compensation method, undergraduate students may consider completing the Undergraduate Research Scholars opportunity in tandem with their work with the Research Team. This is an optional but strongly encouraged experience.

Undergraduate Research Scholars engage in a two-semester (fall/spring) research project conducted under the supervision of a Texas A&M University faculty mentor that culminates in a public presentation and written thesis. This program seeks to involve any eligible undergraduate in the “graduate student” experience and introduce them to the academic publication process and scholarly community. Additionally, this program plays an important role in ensuring the unified format of undergraduate theses published at Texas A&M University. Benefits for completing the Undergraduate Research Scholars program are: a research transcript notation, graduation regalia including a medallion, opportunity to complete an undergraduate research thesis, and more!

Accountability Policy:
You will be held accountable for your actions or lack thereof, including both positive and negative actions. It is important to follow all rules, policies, and expectations of the position you have accepted. The following policy outlines some, but not all, accountability measures. Additionally, this policy outlines a progressive discipline and accountability model that an employee would typically follow given some of the examples in this policy. However, the severity of the situation or behavior of the employee may warrant immediate progression to a more severe measure, up to and including termination, without having been provided a lesser measure previously. The severity of the measure will be determined by the supervisor in consultation with the HR Coordinator, if necessary.

Notes
The supervisor will keep notes on each staff member regarding his or her performance throughout the year. These notes will be used to praise good work, address concerns, and to provide an accurate representation of the employee’s performance on the annual evaluation. You may request to see your notes at any point. These notes may be kept in a variety of formats.
Warning
A Warning may be issued by the supervisor as necessary for violating job responsibilities/expectations and/or policies. This is a reminder which will state the reason for the Warning. Note of this Warning will be documented within your Notes for future reference. Some actions that could result in a Warning include but are not limited to: 1st time being late to a shift or leaving early without approval of the supervisor, 1st time failing to complete job responsibilities during a shift, 1st time having a visitor at the desk without approval, etc.

Reprimand
A Reprimand is a memo or form that states the specific inappropriate actions or decisions, will include specific, quantifiable expectations for improved performance, and a specified time period for significant improvement to be made. If no significant improvements are seen within the specified period, Termination or Probation may result. This Reprimand may include a probationary period with the expectation of marked improved performance. A copy of the Reprimand will be provided to you and a copy will be placed in your personnel file. Some actions that could result in a Reprimand include but are not limited to: your 2nd time being late to a shift or leaving early without the approval of the supervisor, your 2nd time having a visitor at the desk without approval, your 1st time missing a shift, repeating behaviors that resulted in a Warning, etc.

Probation
A period of time determined by the supervisor based upon the severity of the situation, during which your performance will be monitored for marked improvement. This will include a letter or form provided to you and placed in your personnel file that outlines the specific inappropriate actions or decisions. Some actions that could result in Probation include but are not limited to: your 3rd time being late to a shift or leaving early without the approval of the supervisor, your 3rd time having a visitor at the desk without approval, your 2nd missed shift, repeating behaviors that resulted in a Reprimand, falling below the required GPR, etc.

Termination
Depending on the severity of the issue, Termination typically comes as a final solution after multiple infractions, though it can occur immediately, without any or all of the above actions. Some actions that could result in Termination include but are not limited to: your 4th time being late to a shift or leaving early without the approval of the supervisor, your 3rd missed shift, insubordination while on probation, risking the safety and security of students in the space, inappropriately using keys and/or equipment, repeating behaviors that resulted in Probation, etc.

Employee Name

Employee Signature

Date

Supervisor Signature