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## POSITION DESCRIPTION

# Casual Research Assistant

Position Level	Level 5 Point 1
Faculty/Division	Business
Position Number	ADMIN ONLY
Original Document creation	14/07/ 2022

### Position Summary

This research assistant position will contribute to the development of research in the Innovations in Risk, Insurance and Superannuation (IRIS) Knowledge Hub within the School of Risk and Actuarial Studies. The IRIS Hub serves as a bridge between UNSW, the insurance and superannuation industries, regulators and public policy. Standing at the forefront of risk, insurance, and superannuation research, the IRIS Hub aims to create forward looking and tech-driven approaches using advanced data and actuarial analytics, artificial intelligence (AI), machine learning (ML), field studies and experimental surveys to address pressing industry and policy challenges. The Hub will conduct cutting-edge research under three themes (Risk, Insurance and Superannuation), making contributions to the UN sustainable development goals.

This position relates to a new project under the Superannuation theme which will investigate new strategies to enhance awareness, interest, understanding and take-up of life annuities in Australia.

The research assistant will work directly with (and report to) a research supervisor, and will primarily be undertaking literature reviews, supporting data collection and data analysis, and activities associated with manuscript preparation. This is a casual position (with an estimated 10-14 hours per week) with remote or hybrid work options.

To apply: Please upload your CV, submit a cover letter addressing all the selection criteria, and provide supporting documents (e.g., publications and writing samples) that are relevant.

### Accountabilities

Specific accountabilities for this role include:

- Have a background in actuarial studies, preferably with experience in behavioural economics, or behavioural finance or psychology
- Performing comprehensive literature reviews on relevant research topics, assisting in data collection via online experimental surveys, and data analysis. Contributing to writing high quality industry reports and journal manuscripts

- Aligning with and actively demonstrating the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)
- Cooperating with all health and safety policies and procedures of the university and taking all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others

### **Skills and Experience**

- Enrolment in a bachelor or postgraduate degree in a related field, or equivalent professional experience
- Demonstrated ability to conduct independent research, particularly related to the design and analysis of large datasets collected from online experimental surveys.
- Demonstrated ability to communicate and interact with a diverse range of stakeholders
- Evidence of strong self-organisation and time management skills, including meeting strict deadlines
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines
- Knowledge of health and safety responsibilities and a commitment to attending relevant health and safety training
- Fresh graduates who have a passion in research or interest in pursuing a research career (e.g., a PhD) are welcome to apply. Supervision and mentoring will be provided. Nevertheless, in the cover letter, the candidate should still address the selection criteria with as much relevant evidence as possible

### **Pre-Employment Checks Required for this Position**

- Verification of qualifications