



## **Position: Research Director**

### **1. POSITION DETAILS**

*Job Title:* Research Director

*Tenure:* 12 months

*Job Tasks:* Co-ordinating the LSE UPR Research Teams

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### **2. KEY TASKS/ RESPONSIBILITIES**

#### **RESPONSIBILITIES**

- Organising the activities of the LSE Research Teams
- Either acting as, or appointing a Research Team Leader
- Hiring the Research Teams
- Ensuring the Research Teams have enough faculty support
- Assisting the Research Teams with conference presenting opportunities
- With the assistance of the UPR Editorial Team, drafting and publishing the work of the Research Teams
- Promoting the undertaking of undergraduate research within the wider LSE student body
- Participate in UPR roundtable meetings

### **3. PERSON SPECIFICATION: KNOWLEDGE AND SKILLS REQUIRED**

*Essential:*

- Team management experience
- Previous research experience
- Interest in and commitment to the UPR mission.
- Ability to work flexibly within a busy team environment and willingness to support fellow members of the team
- Time management skills - able to delegate efficiently
- Strong interpersonal skills, with the confidence to communicate effectively, both in writing and verbally, with fellow students and staff at all levels

*Desirable:*

- Previous presenting experience at academic conferences

#### **4. PERSON SPECIFICATION: PROFILE**

*Essential:*

We welcome applicants that represent any and all voices and we are committed to comprehensive representation, inclusivity and equality of access.

*This position is open to:*

All current LSE undergraduate student in their second year of study.

#### **5. WHAT TO EXPECT FROM THE ROLE**

- Contributing to the advancement of the UPR as part of an energetic and ambitious team
- Playing a leading role in co-ordinating and producing undergraduate research