

# GERIATRIC EDUCATION & RESEARCH INSTITUTE

## JOB DESCRIPTION

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**JOB TITLE** : Research Assistant

**DEPT/SECTION** : Research

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### **STATEMENT OF PURPOSE**

To support GERI's research and to contribute to its research strategies.

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### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **(A) SPECIFIC (100%)**

- 1) To support study / project in preventing functional decline and/or implementing integrated care using appropriate methods and/or techniques.
  - 2) To recruit research participants.
  - 3) To collect and analyse data.
  - 4) To work with the study team in preparing data collection form and/or related documents such as survey questions.
  - 5) To maintain accurate records of data, safeguarding the confidentiality of participants, as necessary.
  - 6) To work with the study team in preparing reports and presentations.
  - 7) To work on other projects and initiatives, as required.
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### **JOB REQUIREMENTS**

#### **(A) EDUCATION, TRAINING AND EXPERIENCE**

- 1) Diploma holder and above.
  - 2) Good communication and interpersonal skills.
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