

Position Title	Research Assistant – GAIM Project
Group/Portfolio	School of ICT, Griffith Sciences
Classification	Research Assistant Grade 2
Position Number	
Reports To	GAIM Research Project Leads
Employment Type	Fixed Term (until 31 March 2031), Full-Time

1.0 Position Purpose

The Research Assistant will contribute to the delivery and evaluation of the GAIM research project, supporting research activities focused on AI literacy, responsible AI, youth innovation and entrepreneurship, and participation in STEM and Entrepreneurship. The position will assist with the design, implementation, and evaluation of AI-enabled learning activities, support co-design and stakeholder engagement processes, manage research data and platform operations, and contribute to project reporting, dissemination, and outreach activities. The role also provides operational support to ensure effective project delivery across participating schools and community hubs.

2.0 Eligibility Requirements

- You will hold a Bachelor Degree with Honours, Master Degree, PhD Degree, or an equivalent combination of qualifications and/or experience.
- A valid Blue Card (Queensland Government Working with Children check) will be required as part of employment on this project
- A Police Check may be required as part of employment on this project.

Desirable:

- Experience or demonstrated interest in STEM participation research, entrepreneurial awareness and participation, women in STEM and/or entrepreneurship, youth innovation programs, educational technologies, Responsible AI, AI literacy, entrepreneurship education, innovation and entrepreneurship, or innovation management.
- Experience with survey design, qualitative and quantitative data analysis, and data visualisation.
- Experience supporting online communities, digital platforms, or content moderation activities.
- Knowledge of research ethics, privacy, and data governance practices.
- Experience in stakeholder engagement, community-based research, or co-design methodologies.
- Knowledge of cyber security principles and secure data management practices.

3.0 Key Responsibilities

- Support Responsible AI research and development activities, including

development of AI literacy content, evaluation of large language model (LLM) outputs, testing of bias mitigation approaches, and documentation of fairness, safety, and performance metrics.

- Support research and development activities focused on innovation and entrepreneurship education, including investigating factors that influence awareness, participation, entrepreneurial intent, and innovation capability development among young people.
- Assist with the design, adaptation, and validation of evaluation instruments and behavioural models (e.g., Theory of Planned Behaviour, Social Cognitive Theory), and support collection and analysis of survey, focus group, and participation data.
- Support operation and quality assurance of the AI-enabled learning platform, including content curation, resource management, moderation activities, incident logging, and maintenance of prompts and challenge activities.
- Support stakeholder engagement and co-design activities with schools, mentors, industry partners, and community organisations, including workshop preparation, meeting coordination, communication, documentation of outcomes, and synthesis of feedback to inform project improvement.
- Assist with program delivery and project operations, including preparation of training and support materials, participant communications, scheduling, event coordination, survey deployment, travel arrangements, and maintenance of project records.
- Assist with data management, reproducible analytics, and dashboard development to monitor participation, engagement, progression, platform use, and responsible AI indicators.
- Contribute to project reporting and dissemination activities, including preparation of case studies, visualisations, presentations, reports, scholarly publications, and funding applications.
- Support external communications and outreach activities, including website content, social media, media engagement, and coordination with Griffith Marketing and Communications.
- Support compliance with relevant legislation and University policies and procedures, including research ethics, equity, privacy, cyber security, child-safe practices and health & safety, and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).