

LeAD Lab  
**MA/MBA Research Assistant Role Expectations**

The LeAD research lab, directed by Dr. Becky Reichard, brings together theory, research, and application of leadership evaluation, assessment, and development. We are research-based practitioners and practitioner-based researchers, who believe in evidence-based practice and bridging the research-practice divide.

*Overall, lab members are expected to be an active member of the LeAD lab by attending meetings and effectively contributing to both individual and lab applied research projects.*

- LeAD lab meets once every 2-3 weeks throughout the academic year to discuss individual and lab applied research on the topics of leadership, evaluation, assessment, and development. You should plan to attend all meetings, but a minimum of 6 meetings per academic year. You may attend in person or arrange for virtual attendance with the lab manager in advance of the meeting.
- You are required to come prepared to each lab meeting. This includes but is not limited to the following: providing an update on assigned/agreed upon work, reading materials in advance of meeting, and bringing ideas and suggestions on the meeting topic(s).
- When another lab member will be presenting in a meeting, you are required to read provided materials in advance of the meeting and provide the lab member suggestions and feedback on their research.
- You will contribute to at least one applied research project by working an average of 5 hours per week during the academic year. This approved project may be led by a faculty member, a fellow student, or group of students. You are responsible for tracking your hours worked by task and reviewing your involvement with the lab manager at least one time a month. Examples include facilitating for the assessment center, assessing leader behaviors, entering/managing/analyzing data, creating personalized feedback reports, etc.
- As a reliable and sought-after LeAD lab research assistant, you will complete agreed upon work within established deadlines and the work completed will be accurate and thorough. To earn higher level responsibilities, you will establish your work ethic, reliability and accuracy on each research task you complete no matter how small or large.
- Finally, we expect you to be a positive and friendly member of our lab community by encouraging and supporting other lab members and happily attending lab social and celebratory events.

For more information on ongoing projects, please visit our website at [www.leadlabs.org](http://www.leadlabs.org)