

Center for World Indigenous Studies

P.O. Box 2574
Olympia, Washington 98507-2574

Rudolph C. Rýser, Chairman

27 July, 1995

MEMORANDUM

TO: LEK and JBH
FROM: R.C. Rýser
SUBJECT: Wage Scale for 298SGPE Research Assistants - Time Expect

Per your request I am supplying the pay scales for waged Research Assistants and other waged people working under the 298SGPE Project. I am also supplying the expected number of work hours planned for the duration of Phase I of this project running from August 1, 1996 to March 1, 1996.

Position	Wage	Expected Hours/week
Lead Research Asst.	\$13.94/hr	13.5 hrs to 21 hrs (17 avg)
Research Asst. (2)	\$10.00/hr	17.6 hrs to 30 hrs (24 avg)
Research Asst. (3)	\$10.00/hr	17.6 hrs to 30 hrs (24 avg)
Prj Off Mngr.	\$8.50/hr	20 hrs to 30 hrs (25 avg)

The Co-Investigator will coordinate the schedules and publish them by Internet e-mail each Sunday before the subsequent work week.

Functions:

Lead Research Assistant: Collate information assigned by Co-Investigator, interpret documents and records and enter coding on a database according to a prescribed set of fields. Provide weekly activity reports (via e-mail) to Co-Investigator. Manage electronic communications between members of the research team and electronic file management and archiving. Review and respond to information and data entry questions to facilitate data entry by Researchers (2) and (3); and Work with Project Office Manager to facilitate information and records management, file-coding and distribution of documents.

Research Assist (2) & (3): Gather and or Collate information assigned by Co-Investigator, interpret documents and records and enter coding on a database according to a prescribed set of fields. Provide weekly activity reports (via e-mail) to Co-Investigator. Participate in bi-weekly or monthly Research team meetings in addition to frequent e-mail discussions to review overall project progress, research problems and offer suggestions for improving research approaches. Conduct periodic data-system backups.

Research positions (2) and (3) and the Proj Off Manager positions begin August 1, 1995.

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