Research Job Function

Research Assistant III - Non-Lab
Grade 54

This is a model job description. The duties listed below are representative and characteristic of the duties required. They are intended to suggest a level of skill and complexity and as such are not a substitute for the specific descriptions for individual positions.

Summary
Under minimal direction, performs and coordinates a wide range of research procedures and conducts a variety of complex support tasks and projects determined by the field and scope of the particular research study. Works as part of a team in compiling and analyzing results, although tasks are frequently performed independently and unsupervised in an off-site location.

Typical Duties

- Coordinates and carries out designated research tasks and projects, making use of selected methodology and materials, field work, library research, statistical analysis, or other investigative techniques;
- Processes, organizes and summarizes data, reporting experiment results using a variety of scientific, word processing, spreadsheet or statistical software applications or program platforms;
- Submits periodic reports of project status to supervisor, regularly suggesting additional tests or modifications in current procedures;
- Collates, organizes, and/or drafts material for the preparation of research papers, manuscripts, progress reports, articles or other documents for publication and/or presentation;
- Serves as a source of information or reference on specific research techniques, and trains others in technical procedures or operations;
- Participates in the design of experiments or field work;
- May oversee the activities of other research staff;
- May assist in assessment or judgment of data validity.

Typical Requirements

Education: College degree or equivalent experience, preferably in the field of specific research study.

Skills and Experience: Two or more years related work experience (relevant course work may count towards experience). Demonstrated knowledge of research populations and/or techniques is required. Knowledge of standard research methods and statistical techniques required.
Exposure to applicable computer technologies, including specific software applications is required. Appropriate communications skills required.

Working Conditions: May be required to lift, move and transport related research equipment. Local and long distance travel may be required.

Other HUCTW generic job descriptions can be found in HARVie’s Union Contracts section.