



Research Job Function

Research Assistant V- Non-Lab Grade 56

Summary

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. Plays a key research, analytical, and administrative support role in the unit/department. 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

1. Coordinates, conducts and oversees designated ad-hoc and long-term research tasks and projects, making use of selected methodology and materials, field work, library research, statistical analysis, or other investigative techniques;
2. Facilitates communication and/or collaboration with affiliated research personnel at other locations or institutions;
3. Processes, organizes, summarizes, and analyses data, reporting experiment results using a variety of scientific, word processing, spreadsheet or statistical software applications or program platforms;
4. Responsible for complex database maintenance and data records, software needs assessment, or other technological resource management or oversight;
5. Submits periodic reports of project status to supervisor and/or other stakeholders, regularly suggesting and implementing additional tests or modifications in current procedures;
6. Creates and drafts materials for the preparation of research papers, manuscripts, progress reports, articles or other documents for publication and/or presentation. May present key research findings to an internal audience;
7. Serves as a primary source of information or reference on specific research techniques, and trains others in technical procedures or operations;
8. In collaboration with laboratory staff and scientists, participates in protocol development, ensures regulatory compliance, and remains up to date on relevant state and federal laws and regulations;
9. Collaborates with other laboratory staff and scientists in the design of experiments or field work;
10. Regularly oversees the activities of other research staff;
11. May be responsible for complex financial transactions, budgetary decision-making, and related administrative and financial tasks;

12. Regularly assists in assessment or judgment of data validity.