

RESEARCH JOB FUNCTION

Humanities/Social Sciences Family

| Level | Function/ Roles | Experience/ Education (Minimum Required) | Typical Duties and Responsibilities (Cumulative from level to level in each job family) | Impact/Scope | Supervision |
|--------------|----------------------------|---|--|---|--|
| 55 E | Researcher I | Bachelor's degree required 2+ years of relevant experience | <ul style="list-style-type: none"> • Conducts original research and writing within the humanities and social sciences • Performs on-site field research at local, regional and international levels • Participates in collection and analysis of qualitative and quantitative data • Determines interview procedures and conducts interviews • Develops and implements new research databases and coding methods • Consults with users to refine or adapt methodologies and research topics to fit specific research requirement; collaborates in development of new techniques and develops instruments • Trains users in techniques and programs • Collaborates with faculty member(s) • Ensures compliance with University and federal regulations | <p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides research work for unit or project(s)</p> | <p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> |

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion