Research Job Function

Research Assistant IV - Non-Lab
Grade 55

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
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

1. 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;

2. May communicate or collaborate with affiliated research personnel at other locations or institutions

3. Processes, organizes, summarizes, and analyzes data, reporting experiment results using a variety of scientific, word processing, spreadsheet or statistical software applications or program platforms;

4. NOTE: This position may be responsible for database maintenance, software needs assessment, or other technological resource management or oversight;

5. Submits periodic reports of project status to supervisor, regularly suggesting and/or implementing additional tests or modifications in current procedures;

6. Collates, organizes, drafts and/or edits material for the preparation of research papers, manuscripts, progress reports, articles or other documents for publication and/or presentation;

7. Serves as a source of information or reference on specific research techniques, and trains others in technical procedures or operations;

8. Participates in the design of experiments or field work;

9. Regularly oversees the activities of other research staff;

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

Typical Requirements
Education: College degree in a related field of research study.

Skills and Experience: Three or more years related work experience is required. 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; some expertise in a particular technological application may be 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.