Research Job Function

Research Assistant I - Non-Lab
Grade 52

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 specific direction, performs a variety of general non-laboratory research and clerical tasks determined by the field and scope of the particular research study. Works as part of a team in compiling and reporting results, although tasks may be performed independently and/or without direct supervision in an off-site location.

Typical Duties

1. Following established protocols, collects project data, acquiring it through observation, structured interviews, library research, data processing methods, or other research methods;

2. Records and/or codes data according to project requirements and established protocols;

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

4. Makes periodic reports of project status to supervisor or other research team personnel;

5. As part of a team or with direction, may assist in the design of experiments and tests;

6. Performs clerical duties incidental to research tasks;

7. May perform related laboratory maintenance such as maintaining and cleaning equipment and ordering supplies;

8. May process orders or invoices, or undertake other clerical and simple accounting duties under the direction of administrative personnel.

Typical Requirements

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

Skills and Experience: At least one year related work experience (relevant course work may count towards experience). Demonstrated knowledge of research populations and/or techniques helpful, but not required. Knowledge of basic research methods and statistical techniques
preferred. Exposure to applicable computer technologies, including specific software applications, 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.