



## 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.