



Research Job Function

Research Assistant II - Non-Lab Salary Grade 53

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 nominal direction, performs a variety of 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 analyzing results, although tasks may be performed independently and/or without direct supervision in an on- or off-site location.

Typical Duties

1. 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. May instruct other staff and students in basic research methods or techniques;
6. Assists in the design of experiments and tests;
7. Performs clerical duties incidental to research tasks;
8. May perform related laboratory maintenance such as maintaining and cleaning equipment and ordering supplies;
9. 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: One to two years related work experience (relevant course work may count towards experience). Demonstrated knowledge of research populations and/or techniques is required. Knowledge of various research methods and statistical techniques required.

Exposure to applicable computer technologies, including specific software applications is 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.