



## Research Job Function

### Research Assistant III - Non-Lab

#### Grade 54

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 minimal direction, 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

- 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;
- Processes, organizes and summarizes data, reporting experiment results using a variety of scientific, word processing, spreadsheet or statistical software applications or program platforms;
- Submits periodic reports of project status to supervisor, regularly suggesting additional tests or modifications in current procedures;
- Collates, organizes, and/or drafts material for the preparation of research papers, manuscripts, progress reports, articles or other documents for publication and/or presentation;
- Serves as a source of information or reference on specific research techniques, and trains others in technical procedures or operations;
- Participates in the design of experiments or field work;
- May oversee the activities of other research staff;
- May assist in assessment or judgment of data validity.

#### Typical Requirements

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

*Skills and Experience:* Two or more years related work experience (relevant course work may count towards experience). 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. 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.