

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	10/17/2017 1:07:54 PM
Official Title:	Research Assistant II Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 6
Scheduled Hours	
Job Code:	323590
Job Family:	Research

#### JOB SUMMARY

The Research Assistant II conducts experiments, research, and provides reports and analysis of findings to support the work of faculty and researchers.

#### NATURE OF WORK

The Research Assistant II functions as the second of three levels of Research Assistant. The Research Assistant II is responsible for assisting staff in the design, execution and evaluation of research projects, including literature reviews, surveys, focus groups, data integration and analysis. Job responsibilities may be related to a particular faculty research project, the organization of a conference, the editing of a journal, grant application or management, or other activities that are associated with further the acquisition, analysis, or dissemination of knowledge. This position differs from lower-level Research Assistants in that the Research Assistant II may also be responsible for supervising/overseeing the work of students and Graduate students in the use of proper techniques, laboratory equipment, and the preparation of analysis and reports resulting from research. Work is performed under limited supervision, following objectives set by the supervisor and working within guidelines or traditional practices. This position exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstances. Problems faced in this position are varied, often complex, and occasionally ill-defined, requiring analysis or interpretation of the situation. Decisions may affect a work unit or area within a department, and may contribute to business and operational decisions that affect the department.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

- Assists with academic research.
- Assists with the editing and preparation of manuscripts. Assists with duties related to the production of academic journals.
- Meets regularly with supervisor to discuss research assignments.
- Prepares literature reviews.
- Gathers and analyzes data.
- Prepares materials for submission to agencies and foundations that fund research.
- Manages and replies to project-related correspondence.
- Assists in the acquisition of research materials from campus facilities.
- Prepares other articles, reports, and presentations.
- Performs routine clerical duties as instructed, if essential to the research activities of the supervisor or project to which the research assistant is assigned.
- Assists in administrative duties such as completing reports.
- Assists in committee work, including committee attendance.
- Performs other job related duties as assigned.

##### Additional Responsibilities

- May perform research work in archives, through interviews, online, or whatever may be appropriate to assist faculty or researchers.
- May supervise undergraduate students working on assigned research projects.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Master's degree	Field directly related to the area of assignment	X		

### Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
No experience		X		
Minimum 6 months	Related work experience		X	