

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	10/17/2017 1:08:12 PM
Official Title:	Research Assistant III Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 7
Scheduled Hours	
Job Code:	323235
Job Family:	Research

#### JOB SUMMARY

The Research Assistant III conducts high-level, complex research in support of grants or faculty initiatives.

#### NATURE OF WORK

The Research Assistant III functions as the highest level of Research Assistant. The Research Assistant III is responsible for performing duties such as active research, supervision, and coordination of a large portion of a scientific project. 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 task complexity and in scope of responsibility to include lab managing and supervision of staff including lower-level Research Assistants, Undergraduate students and Graduate students. Work activities are carried out independently, under general direction, working from established policies and objectives. While the supervisor sets the overall goals, the Research Assistant III and the supervisor work together to establish objectives, deadlines, and projects. Problems faced in this position are varied, often complex, and involve multiple constituencies, often with competing priorities. Decisions may significantly affect a work unit or area within a department, and contribute to business and operational decisions that affect the department.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

- Conducts high-level and complex 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.
- Performs research work in archives, through interviews, online, or whatever may be appropriate to assist faculty or researchers.
- Supervises Lower-level Research Assistants, which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution; supervises Undergraduate and Graduate students working on assigned research projects.
- 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.
- Attends and participates in project meetings.
- 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.
- 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>	
2 year +	Directly related, progressively responsible laboratory work and analysis	X		