



MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 1:07:35 PM
Official Title:	Research Assistant I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	353589
Job Family:	Research

JOB SUMMARY

The Research Assistant I assists faculty and researchers in their work in academic and medical laboratories.

NATURE OF WORK

The Research Assistant I functions as the first of three levels of Research Assistant. The Research Assistant I is responsible for assisting staff in a variety of research related tasks, which may include preparing resources, equipment, materials for the research, documenting results, etc. in support of the research activities. 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. Work is performed under limited supervision supervised, following objectives set by the supervisor and working within guidelines or traditional practices. Problems faced in this position address non-routine questions and situations, often requiring investigation and/or research of precedents. 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.
- Manages and replies to project-related correspondence.
- Assists in the acquisition of research materials from campus facilities.
- 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.
- Performs other job related duties as assigned.

Additional Responsibilities

- May assist in committee work, including committee attendance.
- 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>
Bachelor's degree	Field directly related to the area of assignment	X		
Additional Experience				
<i>Check here if experience may substitute for some of the above education and describe how.</i>				
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	