

RESEARCH ASSOCIATE II*
or
PROJECT RESEARCH SPECIALIST II

Function of Job:

Under administrative supervision of designated supervisor, project director and/or faculty member, to conduct extensive research in area of expertise including identifying problems in detail; recording, analyzing, tabulating and synthesizing research data obtained; recommending solutions where required; and reporting and publishing final results.

Characteristic Duties and Responsibilities:

1. Confer with concerned faculty/staff members and/or sources outside the college/university in order to identify problems in detail, which may be solved by appropriate research methods and collecting of descriptive data.
2. Conduct background studies of needed research.
3. Gather research data on campus, at on-site locations or in the laboratory.
4. Collect, assemble, organize, record, analyze, synthesize and tabulate research data, relating to other work done in the field, as appropriate.
5. Work with cognizant on-campus or outside personnel as required to develop solutions to problems.
6. Classify data according to various applicable variables and knowledge of research.
7. Document results of research conducted in the form of written periodic reports to supervisor and as formal, professional reports for publication.
8. Maintain continuing contacts with concerned faculty/staff members involved in projects on campus or participating in laboratory or on-site research to keep them informed of progress on research.
9. Provide advice and assistance to laboratory director, principal investigator and/or supervising official (s) as requested.
10. Attend various meetings, workshops and symposia, and present results of research as appropriate.
11. Supervise staff members and/or students as assigned.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Masters degree in non-technical field appropriate to research being performed or for specific technical fields a Masters degree or equivalent in appropriate field of research being performed.
2. Two years of experience related to area of research.
3. Writing ability.
4. Certification in specific area of expertise if determined to be appropriate by hiring department.

System Approval

Effective Date