

RESEARCH ASSOCIATE I\*  
or  
PROJECT RESEARCH SPECIALIST I

**Function of Job:**

Under general supervision of designated supervisor and/or faculty member to perform research in area of specialization, including identifying problems in detail; recording, analyzing and tabulating data obtained; recommending solutions where required; and reporting or publishing final results.

**Characteristic Duties and Responsibilities:**

1. Confer with concerned faculty/staff members to identify problems in detail, which may be solved by appropriate research and data gathering.
2. Conduct background studies of needed research.
3. Gather research data on campus, at on-site locations, or in the laboratory.
4. Assemble, organize, record, analyze and tabulate research data, relating to other work done in the field, as appropriate.
5. Work with cognizant off or on-campus personnel, as required, to develop preliminary solutions to problems.
6. Classify data according to various applicable variables and knowledge of research.
7. Prepare recommendations for solutions of problems or other research findings in written form, either as formalized reports to supervisor or through publishing of results.
8. Maintain continuing contacts with concerned faculty/staff members involved in projects on campus, or participating in laboratory or on-site research; provide information on progress of project.
9. Provide assistance to laboratory director, principal investigator and/or supervising officials(s) as requested.
10. Attend various meetings, workshops and symposia.
11. Perform related duties as assigned.

**Minimum Acceptable Qualifications:**

1. Bachelor's degree in non-technical field appropriate to research being performed.
2. Three years of experience related to area of research.

7/1/04  
System Approval

7/1/04  
Effective Date

\*Revised – Original approved 6/7/79 and revised 12/23/81 and 10/26/83 as “Research Associate (Non-Technical); and 6/13/84 and 1/10/85 as “Research Associate I.”

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position**