
Auburn University Job Description

Job Title:	Research Aide	Level I	Grade 25 \$16,700 - \$27,800
Job Code:	HB04	Level II	Grade 26 \$18,400 - \$30,600
FLSA status:	Non-exempt	Level III	Grade 27 \$20,300 - \$33,800

Job Summary

Performs a variety of non-technical and a limited number of routine technical tasks and/or field duties related to research.

Essential Functions

1. Assists with research type work including labeling, planting, preliminary sorting, measuring and processing samples.
2. Prepares solutions, reagents and media according to detailed instructions.
3. Inventories and requisitions supplies for assigned area as well as checks in shipments and restocks shelves.
4. Assists researchers with routine experiments under close technical supervision.
5. Cleans and maintains equipment field and/or laboratory equipment.
6. Performs routine field tasks related to specific area.
7. Collects background material and photocopies research articles.
8. Performs clerical duties such as filing, labeling, typing and recordkeeping.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Duties require basic physical and mental skills and abilities, including use of simple hand tools, power tools or other equipment and use of basic math or reading skills.	Follows detailed, simple, routine instructions and procedures.	High school diploma or equivalent.
II	Duties require basic or advanced physical and mental skills and abilities, including use of simple hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.	Follows basic or commonly-used rules and procedures. May work under limited supervision, and prioritize tasks independently.	High school diploma or equivalent plus 2 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Duties require advanced physical and mental skills and abilities including operating and adjusting hand tools, power tools, heavy machinery or other equipment and the use of intermediate math, reading, or writing skills. Duties may require personal protective gear and/or knowledge of special safety regulatory procedures.	Follows standardized rules, procedures, and operations. Works under limited supervision, and prioritizes tasks independently, and resolves recurring problems.	High school diploma or equivalent plus 3 years of relevant experience. Experience must include at least 1 year at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** High school diploma or equivalent.
- Level II** High school diploma or equivalent plus 2 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** High school diploma or equivalent plus 3 years of relevant experience. Experience must include at least 1 year at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in assisting with field research or lab work

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, reaching, talking, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, hearing, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/5/2013
