

## JOB INFORMATION

|                         |                      |
|-------------------------|----------------------|
| Job Code                | HA01A                |
| Job Description Title   | Research Assistant I |
| Pay Grade               | RE04                 |
| Range Minimum           | \$35,820             |
| 33rd %                  | \$40,600             |
| Range Midpoint          | \$42,990             |
| 67th %                  | \$45,380             |
| Range Maximum           | \$50,150             |
| Exemption Status        | Exempt               |
| Approved Date:          | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/5/2012             |

## JOB FAMILY AND FUNCTION

|               |                       |
|---------------|-----------------------|
| Job Family:   | Research              |
| Job Function: | Disciplinary Research |

## JOB SUMMARY

Assists researchers in planning, maintaining or completing research programs and/or projects involved in the discovery of new knowledge, techniques, and concepts which require fundamental scientific/research knowledge, skills and abilities following relevant policies, procedures, regulations and laws.

## RESPONSIBILITIES

- Assists in the development of project proposals, plans and protocols.
- Conducts routine or fundamental experiments, investigations and/or studies related to programs and projects in pursuit of new knowledge, techniques and concepts.
- Assists with logistical considerations to include equipment, materials, and labor needs.
- Collects data/samples related to others' research and in routine cases.
- Records, compiles, processes and analyzes data/samples.
- Documents results and observations in writing as well as presenting results to others.
- May assist in the preparation of research results for publication or presentation at conferences to include assisting in literature reviews and assisting in the writing of results and discussions.
- May instruct students and/or supervise others' research in area of expertise.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                           |
|----------------------------|---------------------------------------------------------------------------|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education                          |     | Years of Experience | Focus of Experience                            |  |
|-------------------|---------------------------------------------|-----|---------------------|------------------------------------------------|--|
| Bachelor's Degree | Degree in content specific area of research | and | 0 years of          | Experience in research practices and protocols |  |

Substitutions Allowed for Experience ☐ Yes

*Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Possesses general knowledge in the field of research, and has working knowledge of equipment, materials and processes related to lab/facility operations, including procedures for observation, documentation and data collection.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details                                | Time Frame | Required/Desired |  |
|-------------------------|---------------------------------------------------------------|------------|------------------|--|
|                         | Job related licensure may be required for specific positions. | Upon Hire  | Required         |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☐ Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       |        | X            |            |            |
| Extreme heat      |       |        | X            |            |            |
| Humidity          |       |        | X            |            |            |
| Wet               |       |        | X            |            |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

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