
Auburn University Job Description

Job Title:	Research Assistant	Level I	Grade RE04 \$33,300 - \$46,600
Job Code:	HA01	Level II	Grade RE05 \$35,100 - \$52,700
FLSA status:	Exempt	Level III	Grade RE06 \$38,600 - \$57,900
		Level IV	Grade RE06 \$42,700 - \$68,300

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.

Essential Functions

1. Assists in the development of project proposals, plans and protocols.
2. Conducts routine or fundamental experiments, investigations and/or studies related to programs and projects in pursuit of new knowledge, techniques and concepts.
3. Assists with logistical considerations to include equipment, materials, and labor needs.
4. Collects data/samples related to others' research and in routine cases.
5. Records, compiles, processes and analyzes data/samples.
6. Documents results and observations in writing as well as presenting results to others.
7. 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.
8. May instruct students and/or supervise others' research in area of expertise.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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	Provides administrative and professional support to research programs and projects. Assists in developing plans and protocols. Responsible for equipment, materials, labor and support of facility/lab operations. Provides routine professional support of protocols/plans, documentation, observation and data collection. Records, processes, interprets and presents data. Work is performed under general guidance and is checked for compliance with protocols/plans; incumbent is expected to make some independent judgments and decisions.	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.	Bachelor's degree in discipline appropriate to position and no experience.
II	Provides administrative and professional support to research programs and projects in moderately complex cases. Assists in developing plans and protocols. Responsible for equipment, materials, labor and support of facility/lab operations. Provides routine professional support of protocols/plans, documentation, observation and data collection. Records, processes, interprets and presents data. May supervise others but supervision is not a major part of the job. Work is performed under general guidance and is occasionally checked; incumbent is expected to make frequent independent judgments and decisions.	Possesses general knowledge in field of research, and has strong knowledge of moderately complex equipment, materials and processes related to lab/facility operations, including moderately complex procedures for observation, documentation and data collection.	Bachelor's degree in discipline appropriate to position and 2 years experience.
III	Provides administrative and professional support to research programs and projects in moderately complex to complex cases. Assists in developing plans and protocols. Performs cost analyses and recommends budgets. Responsible for equipment, materials, labor and support of facility/lab operations. Provides routine professional support of protocols/plans, documentation, observation and data collection. Records, processes, interprets and presents data. May supervise others but supervision is not a major part of the job. Work is generally self-directed and incumbent is expected to make frequent independent judgments and original decisions.	Possesses general knowledge in the field of research, and has expert knowledge of complex equipment, materials and processes related to lab/facility operations, including complex procedures for observation, documentation and data collection.	Bachelor's degree in discipline appropriate to position and 4 years experience, including at least 2 years at the preceding level or equivalent.

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IV	<p>Provides administrative and professional support to research programs and projects in highly complex cases. Assists in developing plans and protocols. Performs cost analyses and recommends budgets. Responsible for equipment, materials, labor and support of facility/lab operations. Provides routine professional support of protocols/plans, documentation, observation and data collection. Records, processes, interprets and presents data. May supervise others but supervision is not a major part of the job. Work is highly self-directed and incumbent is expected to make frequent independent judgments and original decisions.</p>	<p>Possesses general knowledge in the field of research, and has expert knowledge of highly complex equipment, materials and processes related to lab/facility operations, including highly complex procedures for observation, documentation, collection, interpretation and presentation of research data.</p>	<p>Bachelor's degree in discipline appropriate to position and 6 years experience, including at least 2 years at the preceding level or equivalent.</p>
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* 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** Bachelor's degree in discipline appropriate to position and no experience.
- Level II** Bachelor's degree in discipline appropriate to position and 2 years experience.
- Level III** Bachelor's degree in discipline appropriate to position and 4 years experience, including at least 2 years at the preceding level or equivalent.
- Level IV** Bachelor's degree in discipline appropriate to position and 6 years experience, including at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in content specific area of research

Focus of Experience

Experience in research practices and protocols

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

See Job Family Levels

Certification or Licensure Requirements:

Job related licensure may be required for specific positions.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 1/5/2012
