



JOB INFORMATION

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| Job Code | HC54B |
| Job Description Title | Coord II, Field & Media Rsch |
| Pay Grade | AA07 |
| Range Minimum | \$40,200 |
| 33rd % | \$46,910 |
| Range Midpoint | \$50,260 |
| 67th % | \$53,610 |
| Range Maximum | \$60,310 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 12/7/2015 |

JOB FAMILY AND FUNCTION

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|---------------|------------------------------------|
| Job Family: | Academic Services & Administration |
| Job Function: | Data Analytics |

JOB SUMMARY

Provides a variety of support services to research programs including, but not limited to, multimedia management, statistical analysis, and field work.

RESPONSIBILITIES

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| <ul style="list-style-type: none">• Designs, edits, and coordinates website content related to research programs.• Interprets and translates research information into graphically effective formats.• Generates statistical information for publication.• Performs fieldwork which may include, but is not limited to, collecting and transporting specimens, gathering data/measurements, and operating field/shop/laboratory equipment.• Writes, edits, and coordinates updates to social media accounts related to research programs |
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SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 | Related to specific academic/research area, Information Systems, Communications, or related field | And | 2 years of | Experience in research practices, protocols, and equipment operations and multimedia technologies | |

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| Substitutions Allowed for Education | Yes |
| <i>Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.</i> | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|--|--------------------------------|------------|------------------|--|
| DL NUMBER - Driver License, Valid and in State | | Upon Hire | Required | |

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

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 | |
| Noise | | | | X | |
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

Vision Requirements:

Ability to see information in print and/or electronically.

