

Research Assistant 1

Status -Exempt
Date Established 03-13-01

Date Revised 06-11-07

SUMMARY

Under general supervision, collects, edits, processes, and coordinates research data in support of a specified research study or group of studies. Arranges and conducts field interviews and focus groups as appropriate to the study, and records research data in accordance with specified protocol and procedures. Travels to various sites within a specified geographical area, as appropriate to the objectives of the study.

DISTINGUISHING CHARACTERISTICS

Position requires: (a) traveling independently to remote field sites; (b) using established research protocol, procedures, and techniques to collect field data, samples, materials, and/or media; and (c) following detailed protocol and procedures in recording, processing, and analyzing routine field data.

TYPICAL DUTIES AND RESPONSIBILITIES

The following are examples of typical duties. Other duties may be assigned

- Travels to field sites to collect and record research data and/or samples as appropriate to the specific objectives of the research study
- Codes and verifies data in accordance with specified research protocol and coding procedures, and enters data into a computer database and/or spreadsheet application for subsequent analysis, as appropriate to the specified position
- Develops or assists in the development of interview schedules, and contacts potential subjects to introduce and explain study objectives and protocol, and arranges interviews, either in person or by telephone
- Identifies and compiles lists of potential research subjects in accordance with study objectives and parameters, as appropriate to the individual position
- Conducts and records face-to-face interviews and focus groups with subjects, in accordance with predetermined interview protocol, data collection procedures, and documentation standards
- Reviews and edits data to ensure completeness and accuracy of information; follows up with subjects to resolve problems or clarify data collected
- Performs miscellaneous job-related duties as assigned
- Engages in fieldwork, report writing, and editing

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to communicate effectively both verbally and in writing
- Knowledge of the principles and techniques of the subject discipline
- Must have excellent organizational and project management skills
- Excellent communication skills required
- Ability to evaluate, verify, and edit research data.

EDUCATION and/or EXPERIENCE

Typically requires a masters degree or bachelor degree with years of experience.

COMPENSATION and WORK YEAR

August 1 to July 31.
\$20,000 – \$40,000