

### Research Associate 1

Status Exempt

Date Established 03-13-01

Date Revised 06-11-07

#### SUMMARY

This position generally functions with full principal or co-principal responsibilities for a large sponsored project. This position may also be used in other highly technical research areas. This position requires specialized training and expertise. Incumbents may be required to travel to remote locations to perform research data collection.

#### DISTINGUISHING CHARACTERISTICS

This position differs from classified staff research positions in that typically greater education and experience is required. Projects tend to be more complex and wider in scope.

#### TYPICAL DUTIES AND RESPONSIBILITIES

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

- Participates in data collection, processing, and analysis
- Conducts literature reviews as appropriate to the specific objectives of the research study
- Assists senior researchers or may act independently in the planning and designing of research projects, establishing priorities, and recommending schedules and timelines
- Assists in the procurement of services, such as developing RFPs
- Presents project results to internal and external parties
- Uses technology effectively to facilitate project's success
- May supervise research assistants
- Typically responsible for personnel and financial aspects of project
- Engages in fieldwork, report writing, and editing
- May be responsible for training staff

#### 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.

- Must have the technical expertise in area of research
- Ability to communicate effectively
- Knowledge of the principles and techniques of the subject discipline
- Must have excellent organizational and project management skills
- Able to lead, coordinate and/or supervise the work of others

#### EDUCATION and/or EXPERIENCE

Typically requires a(n) Ed.D./Ph.D. in area of assignment. In some cases a master's degree may be acceptable. Required experience can range from 2-3 years, depending on education required and the individual position.

#### COMPENSATION and WORK YEAR

August 1 to July 31.  
\$40,000 - \$60,000