AUBURN
Human Resources

Research Assistant I

Job Description

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
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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 to 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.