AUBURN
Human Resources

Research Associate I

Job Description

JOB INFORMATION

Job Code	HA02A
Job Description Title	Research Associate I
Pay Grade	RE06
Range Minimum	$41,610
33rd %	$48,550
Range Midpoint	$52,020
67th %	$55,480
Range Maximum	$62,420
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 advanced level scientific/research knowledge, skills and abilities following relevant policies, procedures, regulations and laws.

RESPONSIBILITIES

- Develops or assists in the development of complex project proposals, plans, and protocols.
- Conducts non-routine experiments, investigations and/or studies related to programs and projects in pursuit of new knowledge, techniques and concepts.
- Coordinates or assists logistics of research to include equipment, materials, and labor needs.
- Collects data/samples related to others' research and in complex cases.
- Records, compiles, processes and analyzes data/samples.
- Documents results and observations in writing as well as presenting results to others.
- May prepare research results for publication or presentation at conferences to include performing literature reviews and writing results and discussions.
- May instruct students and/or supervise others' research in area of expertise.
- May maintain project budgets and/or coordinate funding.

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	
Master'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 advanced 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 collection, analysis and presentation of dat	

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.