AUBURN
Human Resources

Research Aide III

Job Description

JOB INFORMATION

Job Code	HB04C
Job Description Title	Research Aide III
Pay Grade	RE03
Range Minimum	$32,570
33rd %	$36,910
Range Midpoint	$39,080
67th %	$41,250
Range Maximum	$45,590
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/5/2013

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Technicians

JOB SUMMARY

Performs a variety of non-technical and a limited number of routine technical tasks and/or field duties related to research.

RESPONSIBILITIES

- Assists with research type work including labeling, planting, preliminary sorting, measuring and processing samples.
- Prepares solutions, reagents and media according to detailed instructions.
- Inventories and requisitions supplies for assigned area as well as checks in shipments and restocks shelves.
- Assists researchers with routine experiments under close technical supervision.
- Cleans and maintains equipment field and/or laboratory equipment.
- Performs routine field tasks related to specific area.
- Collects background material and photocopies research articles.
- Performs clerical duties such as filing, labeling, typing and recordkeeping.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
High School Diploma or GED	High School Diploma or equivalent	and	4 years of	Experience in assisting with field research or lab work	

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

Follows standardized rules, procedures, and operations.	
Works under limited supervision, and prioritizes tasks independently, and resolves recurring problems.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

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 temperatures			X		
Hazards			X		
Wet and/or humid			X		
Noise			X		
Chemical			X		
Dusts			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Poor ventilation			X		

Vision Requirements:
Ability to see information in print and/or electronically.