

RESEARCH ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level research work involving responsibility for collecting and analyzing data necessary for various studies and preparing a variety of reports. The work is performed under the general supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Selects appropriate methods and strategies for accurately gathering data in alignment with research objectives;
Assists in the coordination of research activities, including scheduling meetings, tracking project progress, etc.;

Gathers and compiles data and information and prepares related reports;
Evaluates, summarizes and edits all data;
Collects, evaluates and records documents;
Maintains related records;
May gather statistical data related to grant applications or part of administering grant awards and expenditures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of English and report writing; good knowledge of the principles, practices and techniques of research; ability to plan and organize research projects; ability to collect, analyze and edit a variety of materials; ability to perform basic mathematical computations; ability to prepare a variety of reports; ability to communicate effectively, both orally and in writing; ability to understand and interpret reports, guidelines and other written material (e.g., tabular material).

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and four (4) years of work experience in collecting and analyzing data, documenting and researching records, gathering information and a variety of reporting (e.g., abstracts, thesis, etc.) as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and two (2) years of work experience in collecting and analyzing data, documenting and researching records, gathering information and a variety of reporting (e.g., abstracts, thesis, etc.) as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or
3. A Bachelor's degree or higher.