

WSU UNCLASSIFIED JOB SPECIFICATION

I. POSITION INFORMATION

Job Title: Research Assistant 1
FLSA Status: Exempt (Salaried)

Salary Band: RS S01

II. JOB SUMMARY :

An entry-level professional in support of a project in a research discipline. Provides assistance to others in conducting investigative research requiring the application and analysis of standard tests and procedures as defined by the project.

III. CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Characteristic duties and responsibilities are listed below. Any job description may include several or more of the following or similar duties. This list is not inclusive.

- Perform standard designated procedures associated with experiments/projects under close supervision.
- Assist with interpreting/analyzing results and in preparing presentation data in organized form.
- Review up-to-date literature. Learn, develop and utilize new techniques which facilitate research goals.
- Assist in developing written progress reports.
- Apply appropriate quality controls to ensure validity/reliability of results and identify results which exceed recommended or desired.
- Set up laboratory or other experiments; assist with maintaining lab materials/equipment; and may assist with demonstrations and help.
- May conduct interviews in order to gather data and statistics.

IV. SUPERVISION EXERCISED/RECEIVED:

Functional supervision may be exercised over laboratory assistants and research aids. Typically reports to the primary investigator.

V. MINIMUM EDUCATION AND EXPERIENCE:

A Bachelor's degree in a related area and up to two years of related experience.

VI. KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of acceptable research techniques and practices; Knowledge of assigned department and/or agency, organization practices and procedures; Knowledge of effective interviewing techniques; Skill in applying acceptable research techniques and practices; Skill in operating common software as well as some advanced "research-related" software; Skill in interpreting

experimental data; Skill in effective interviewing; knowledge of safe handling of hazardous materials including chemical, radiation and biological agents may be necessary.

VII. CERTIFICATIONS OR LICENSURES REQUIRED:

WORKING CONDITIONS:

Working conditions vary. Indoor conditions may include exposure to hazardous materials and outdoor conditions may include exposure to extreme heat or cold and other discomforts.

This description is intended to illustrate the level of work difficulty and kinds of job duties that may be assigned to positions in this classification and should not be interpreted to describe all the duties that may be required in an individual position. The use of a particular expression or illustration to describe duties does not exclude the assignment of other duties not mentioned that are of similar kind or level of difficulty. The described job duties do not constitute a written or implied contract of employment. Wright State University reserves the right to revise or change job duties, job hours, and responsibilities.