

## ***WSU UNCLASSIFIED JOB SPECIFICATION***

### **I. POSITION INFORMATION**

**Job Title: Research Assistant 2**  
**FLSA Status: Exempt (Salaried)**

**Salary Band: RS S02**

### **II. JOB SUMMARY :**

An intermediate-level professional in support of a project in a research discipline. Provides complex research analysis within the assigned project. Advises other employees on complex research techniques, procedural and/or process issues.

### **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 complex research procedures associated with experiments/projects under limited supervision.
- Assist with interpreting/analyzing results and with preparing presentation data in organized form.
- Review up-to-date scientific or other literature extracting information relevant to ongoing, proposed, or possible research projects. Utilize new techniques which facilitate research goals.
- Develop and draft written progress reports.
- Apply quality controls to ensure validity/reliability of results and identifies results which exceed recommended or desired tolerances.
- Set up laboratory or other experiments; assist with maintaining lab materials/equipment; and may assist with demonstrations and help teach lab or research techniques and methods.
- 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 at least two years of related experience or a Master's degree and one year of related experience.

### **VI. KNOWLEDGE, SKILLS AND ABILITIES:**

Good organizational skills; excellent verbal and written communication skills; knowledge of advanced research techniques and practices; 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.*