

**HOWARD UNIVERSITY  
Position Description**

<b>POSITION TITLE:</b>	Graduate Research Assistant	<b>SALARY GRADE:</b>	HU-09
<b>DATE REVISED:</b>	December 1, 2014	<b>EEO CODE:</b>	02
<b>JOB CODE:</b>	1501/1501PT	<b>FLSA STATUS:</b>	Non Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes ]

**BASIC FUNCTION:**            The purpose of this position is to assist with research, community outreach, and educational activities related to a funded research project. The Research Assistant generally reports to the Principal Investigator and Co-Principal Investigator or receives day to day direction from a senior staff member.

**SUPERVISORY ACCOUNTABILITY:**            Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:**            Internal contacts include administrators, faculty consultants, librarians and staff of the school or department. External contacts include vendors, consultants, staff and volunteers of community partner organizations. The position may require regular trips throughout the community to conduct group sessions, promote project recruitment and participation, collect data, and involve community members and advisory boards in design and conduct of the project.

**PRINCIPAL ACCOUNTABILITIES:**            Conduct literature searches and assembling educational and research materials.

Recruit participants, obtaining informed consent, conducting talking group sessions and comparison group survey sessions.

Assist with community outreach/education activities such as town meetings, community forums, workshops, etc.

Assist with recruiting, organizing conducting and documenting focus groups responses.

Assist with promoting participation in orientation and other project events, pretesting education materials and data collection instruments.

Implement participation incentive component of study including explanations to participants, determining eligibility, distribution of gift cards and record keeping.

Facilitate completion of surveys by participants, and conduct quality control checks on all surveys.

Code qualitative and quantitative data, enter and verify responses in SPSS data bases, and conduct basic analysis of study results.

Assist in forum pre-production with equipment (cameras, tripods), preparing scene sets, identifying and accessing props.

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**CORE COMPETENCIES:** Assist in the production of forums using PowerPoint and gauge readability levels of education materials.  
Assist with equipment setup and maintenance for educational sessions.  
Performs other related duties as assigned.

Ability to understand the issues pertaining to the funded research program.

Knowledge of community education and organization principles.

Sensitivity to organizational practices related to keeping commitments, promptness, appropriate dress and language in community partner organizations.

Some familiarity with team operating principles and practices.

Skill in organizing work to blend with assistance from volunteers, participants, and other project team members.

Communicate effectively orally and in writing with populations that may be educationally and culturally diverse.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the research population.

**MINIMUM REQUIREMENTS:** Associate's degree required and 2-4 years of experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation and Performance Management

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