

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Research Assistant **SALARY GRADE:** HU-09
DATE REVISED: December 01, 2014 **EEO CODE:** 03
JOB CODE: 7005 **FLSA STATUS:** Non Exempt
BARGAINING UNIT: N/A

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

BASIC FUNCTION: Assist researchers in performing a variety of duties on a research project.

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

NATURE AND SCOPE: Internal contacts are with a variety of staff, faculty and students. External contacts are with staff of the granting agency.

PRINCIPAL ACCOUNTABILITIES:

- Assist the principal investigator in conducting a wide variety of research procedures.
- Compile data and assists in routine preliminary analyses; maintains research data in computer, writes summary reports and report findings to investigator.
- Assist in preparing progress reports, presentations and meetings as required by the project.
- Assist in editing abstracts and papers submitted for publications.
- Collect samples or data and performs analysis.
- Organize supplies, materials or equipment and sets-up participants for focus and study groups.
- Input information into a variety of computer software packages including spreadsheets, relational databases, presentation packages and publishing software.
- Assist in preparing progress reports, presentations and meetings as required by the project.
- Perform tasks such as filing, typing, labeling and billing conducting inventories and requisitioning of supplies and materials.
- Perform other related duties as assigned.

CORE COMPETENCIES:

- Knowledge of the research techniques related to the purpose of the study.
- Ability to assist in writing abstracts of scientific papers.

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Ability to perform data analysis of experimental results.

Ability to prepare progress reports and make presentations.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

**MINIMUM
REQUIREMENTS:**

Associate's degree in a scientific or education discipline related to the research project and 2-4 years of related work 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: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____