



Research Assistant P8 Standard Job Description

Classification Title: Research Assistant P8

FLSA Exemption Status: Exempt

Pay Grade: 8

Job Description Summary:

The Research Assistant P8 provides skilled, administrative, and technical support in research. Assists with phases in a research project. Assists in preparing proposals for funding agencies, operations of research equipment, and other lab/field personnel in research. Collaborates with other research personnel.

Essential Duties and Tasks:

50% Research:

- Assists in the design, planning, and coordination of experiments in support of various research projects.
- Selects and applies standard techniques of routine research and keeps detailed record of data.
- Assists in the installation and operation of research equipment. May repair research equipment.
- Uses computers and laboratory or technical equipment to perform data analysis, statistical analysis and technical evaluation of research experiments and results.
- Evaluates and summarizes experiment results.

15% Research Publications:

- Assists in preparing and writing proposals to funding agencies; maintains financial accounts related to research projects.
- Assists with reports, invoices, and cataloging records.

15% Mentorship:

- Assists undergraduate and/or graduate students and other laboratory, technical or field staff involved in research.

20% Duty Title (for the department's use)

- Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

Required Education and Experience:

- Bachelor’s degree in a relevant field or an equivalent combination of education and experience.
- No required experience.

Required Licenses and Certifications:

- May vary depending on the area of research.

Required Knowledge, Skills, and Abilities:

- Knowledge of laboratory maintenance and equipment.
- Knowledge of computers and computer software related to the position.
- Attention to detail.

Machines and Equipment:

- Various research equipment.

Physical Requirements:

- May vary depending on area of research.

Other Requirements and Factors:

- May have to work on the weekend and/or after normal hours.
- May travel as required.

Is this role ORP Eligible? If so, it needs to meet the criteria on the Rules and Regulations of the Texas Higher Education Coordinating Board.

Yes

No

Does this classification have the ability to work from an alternative work location?

Yes

No