



Research Coordinator

Job Code: 7075

Salary Grade: S08

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Assists with a research project by conducting and analyzing scientific experiments. Uses knowledge of scientific procedures to plan, design, conduct, and analyze experiments.

- Planning, designing, and conducting scientific experiments
- Monitoring experiments and making observations
- Isolating, identifying, and preparing samples for analysis or examination
- Performing routine or standardized laboratory tests
- Collecting and/or analyzing data
- Conducting special research studies
- Fabricating, modifying, and repairing experimental and laboratory products, using a variety of machines and tools
- Preparing reports summarizing results of experiments or conclusions of research projects
- Cleaning, maintaining, and preparing supplies and work areas
- Keeping detailed records of all work-related activities
- May participate in field explorations, such as mineralogical or geophysical expeditions
- May publish research
- May teach one or more classes or seminars
- May requisition or recommend purchase of materials, tools, and equipment
- Performs various duties as needed to successfully fulfill the functions of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months experience in lieu of the Bachelor's degree for a total of 72 months of experience.

Experience:

Required: 24 months research or laboratory experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Proficient navigating and maintaining databases
- Ability to speak, read and write clear, concise English
- Strong oral and written communication skills
- Proficient in Microsoft Office
- Highly organized and able to handle multiple projects and deadlines
- Able to produce reports and complete work within deadlines
- Must be able to read and interpret policy as well as State and Federal regulations

Working Conditions

Physical:

Ability to engage in repetitive motions. Must be able to crouch, crawl, and reach.

Environmental:

Research or laboratory environment or in the field.



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

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