JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Staff Research Assistant Senior

Job Code: 7251

Salary Grade: S08

FLSA Status: Exempt

Job Family: Research

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.

Job Responsibilities

Provides assistance to a research staff by collecting and analyzing data, keeping records, conducting literature and technical research, preparing reports, and may supervise personnel.

- Collects various forms of data pertaining to the research project or projects.
- Conducts analyses of data. Interprets, draws conclusions, and discusses with principal investigator.
- Presents research material to fellow researchers and colleagues.
- Keeps record of information obtained during research.
- May include a database of information or hard files.
- Conducts research of the literature.
- Independently conducts technical research.
- Prepares various reports containing descriptive, analytical, and evaluative content that may be submitted for publication.
- Constructs tests or assists in the construction of tests.
- Collaborates with other researchers.
- May supervise a staff of research technicians and/or research assistants.
- Delegates tasks and oversees work.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's Degree in a Biological Science, Chemistry, Physical Science, or related field.

Equivalency/Substitution: Will accept 48 months equivalent experience in the aforementioned fields in lieu of the Bachelor's Degree, for a total of 72 months combined research assistant/technician experience.

Experience:

Required: 24 months research laboratory experience.

Required Certifications or Licenses:

None.

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

Knowledge, Skills, and Abilities

- Working knowledge of how to handle biohazard materials or chemicals following Federal, State, and University regulations and guidelines.
- Detail oriented.
- Ability to analyze data and keep records.
- Ability to communicate verbally and in writing.
- Ability to supervise research technicians or assistants.

Working Conditions

Physical:

Standing for prolonged periods. Manual dexterity. Stoop, bend, crouch, or lift up to 25 pounds. Speaking and listening.

Environmental:

Laboratory Environment. May be exposed to biohazardous materials, chemicals, odors, or carcinogens.

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