JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Staff Research Assistant

Job Code: 7258

Salary Grade: S07

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 data, keeping records, conducting literature searches, technical research, analyzing data, and preparing reports with minimal supervision.

- Conducts research and/or laboratory analysis for research staff, to include but not limited to measure and weigh compounds and solutions, isolate, identify and prepare specimens, and collect samples and other research information.
- Participates in clinical or non-clinical research projects collecting data from patients and/or participants in a study.
- Collects various forms of data pertaining to the research project or projects, which could include database information and/or hard files.
- Conducts data analyses, interprets data, draws conclusions, and discusses with principal investigator.
- Keeps detailed logs of all research related projects or activities.
- Conducts literature searches.
- 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 or colleagues.
- Participates in meetings and presents research findings to fellow researchers and Principal Investigator.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Bachelor¿s degree in a relevant field (e.g., Biology, Psychology, Engineering, Computer Science, Sociology, or a related discipline aligned with the specific area of research or project focus)

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

1 year of experience supporting research or working in a laboratory setting

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 safely handle and dispose of biohazardous 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.

Working Conditions

Physical:

Standing for prolonged periods. Manual dexterity. Ability to lift up to 25 pounds. Reaching, bending, and stooping.

Environmental:

Laboratory Environment. Exposure to biohazardous materials, chemicals, odors, and carcinogens.

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