

## RESEARCH STAFF ASSISTANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Secretarial/Clerical	PEU Local 1	62	10/26/00	Classified	1 of 2

**DEFINITION:** Under general direction assists the Director of Research in accomplishing research goals and responsibilities by providing complex clerical and departmental support work; data gathering and analysis; report production, and other related services.

**DISTINGUISHING CHARACTERISTICS:** The Research Staff Assistant is a journey-level position, and the incumbent is expected to provide statistical, analytical and departmental support services to the Director of Research. Typically it would be expected that the incumbent in this class would have a comprehensive understanding of appropriate research methodologies and departmental support services. The Research Staff Assistant generally works independently on assigned projects after first discussing the scope and nature of the assignments with the Director of Research. The incumbent is expected to work cooperatively with other personnel to achieve research goals.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Assist in the preparation of reports on trends and analysis including fiscal, student, demographic and other requested data; design spreadsheets, statistical tables, and associated graphics using appropriate computer software (e.g., WordPerfect, Word, Excel, Lotus Freelance, Harvard Graphics, FoxPro) according to the directions of the Director.
- Assist in developing survey and research instruments, questionnaires, and associated data-entry formats.
- Distribute survey forms, monitor data retrieval and processing procedures.
- Assist in analyzing research results and in developing requested reports.
- Select, train, and direct student employees and temporary staff assigned to the Research Office.
- Calculate basic statistics and implement formulas on spreadsheets as directed by the Director or independently as appropriate.
- Assist in compiling information for research office budget projections.
- Perform a variety of general office assignments, including but not limited to: providing clerical support for the department; preparing letters, memoranda, and reports both independently and from oral and written instructions; maintaining departmental calendar; and acting as receptionist for the department.
- Initiate purchase requisitions, obtain vendor quotations for specific items; maintain purchase order file and ensure accuracy of payments and account balances.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:** Modern office procedures, practices and methods, including proper business correspondence and telephone techniques; the use of microcomputer or similar equipment to perform word processing, file maintenance, spreadsheet analysis, and graphical display; proper English usage, including spelling, grammar, and punctuation; statistical and financial record-keeping practices and procedures; fundamental mathematics and the fundamentals of descriptive statistics; methods for designing survey instruments to facilitate data entry.

**MINIMUM QUALIFICATIONS:**



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**Skill to:** Compile and assemble information by statistical procedures; learn to use the specific software used in the office assigned, such as for word processing, data-base management, spreadsheet analysis, and graphics production; analyze situations accurately and make responsible decisions without direct supervision; gather information for the preparation of reports; perform complex, technical, and clerical tasks which require focused attention on minute details for long periods of time; work on multiple tasks and meet deadlines in a fast-paced environment; communicate effectively in both oral and written forms; perform arithmetical calculations quickly and accurately; use a personal computer at a speed of not less than 40 net words per minute to generate documents from clear, legible copy; establish and maintain cooperative working relationships with those contacted in the performance of required duties; coordinate multiple projects and deadlines; develop and edit correspondence and reports.

**Ability to:** Utilize reasoning to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions containing mathematical or diagrammatic forms.

**Education/Training:** Equivalent to completion of the twelfth grade supplemented by courses in spreadsheet software and a college-level course in statistical methods. (18 months of experience applying statistical methods to spreadsheet analysis may be substituted for the college course in statistical methods.)

**Experience:** Three years of experience performing a wide variety of complex clerical, departmental support work, utilizing PC-workstations and commonly used applications for word processing, graphics, and spreadsheets (such as *WORD* or *WORDPERFECT*; *LOTUS FREELANCE* OR *HARVARD GRAPHICS*; and *EXCEL*); including:

- Performing increasingly responsible microcomputer experience in developing statistical tables
- Formatting and manipulating text and spreadsheet data to develop accurate reports and data graphics
- Reading, analyzing and interpreting policy and statistical reports
- Maintaining departmental records and budgets

**License/Certification:** None.

**Actions:** Modification adopted by the Governing Board on 10/25/00