



Job Specification

Job Title: Research Assistant
BCAT Code: 605X AA
Pay Grade: G07

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs entry-level work that provides support for research projects.

Examples of Duties

- Schedules appointments and interview times.
- Conducts library research.
- Prepares bibliographic materials.
- Assists in conducting experiments.
- Assists in conducting interviews and surveys.
- Cleans research areas.
- Orders needed supplies.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of assigned research area.
- Effective oral and written communication skills.
- Effective time management skills.
- Effective organizational skills.

Minimum GSU Hiring Standards

Bachelor's degree; or a high school diploma or GED and four years of related research experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.