



Job Specification

Job Title: Research Coordinator II
BCAT Code: 470X AJ
Pay Grade: G12

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

General Description

Performs advanced level technical position supporting the research function of a department.

Examples of Duties

- Performs analysis of scientific data.
- Writes grants and research proposals.
- Assists faculty with submitting proposals/renewals.
- Manages project or grant budget.
- Trains lower level staff and students in proper research methods.
- Works with students in performing research projects.
- Researches and distributes research and grant opportunities for faculty.
- Assists with the administrative management of grants.
- Coordinates research activities and class schedules.
- Assists with writing scientific papers.
- Performs library research.
- Conducts intake interviews.
- Coordinates administrative activities of staff.
- Maintains lab or research areas.
- Orders supplies and equipment.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of the assigned research area.
- Considerable knowledge of funded research administrative procedures.
- Considerable knowledge of library/research methods and procedures.
- Knowledge of statistics.
- Knowledge of computer software and operation.
- Effective oral and written communication skills.
- Effective time management and organizational skills.

Minimum GSU Hiring Standards

Master's degree in the assigned research area; 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.