

Research Project Assistant

Grade: <u>E.69</u>

Affirmative Action Information:

Job Group: Students

EEO Category: Technicians

Note: Employees are assigned to this classification only after certification that the actual job duties meet the exempt criteria under the Fair Labor Standards Act.

Function and Scope

Working under general supervision, incumbents carry out assignments in conformance with the requirements of the project/program. Activities will vary in terms of involvement and may be carried out in the laboratory, library, or in field studies. Incumbents exercise the creativity, judgment, collaboration, initiative and discretion required for the performance of assigned activities.

Incumbents must be full-time SUNY students. The work performed must be coordinated with education and training which leads to fulfillment of academic requirements. The position requires a part-time employment commitment, except in summer periods, to allow the incumbent to fulfill graduate study requirements.

Typical Duties

Assist in the organizing and conduct of a research plan. Develop methods for research, testing, and data collection. Make judgments through observation, interviews, and review of documents. Analyze data and write summary reports as necessary. Work collaboratively with research workers in other disciplines as required.

Education/Experience/Special Skills

Incumbents must be full-time SUNY students actively engaged in a program of study leading to an advanced degree.

The education and experience requirements described in this standard may be satisfied by an equivalent combination of education and experience.

Position duties are meant to be illustrative of the work performed by an employee with this title. The actual job description may contain specific duties not outlined in this standard that do not materially affect the classification.

Change History

- July 1, 2012 Updated position standard format
- August 1998 Effective date of position standard