Job Title:   Research Assistant

BCAT Code:  09WX02   Effective Date:  April 1, 2007
Pay Grade:  G07   FLSA Status:  Non-Exempt   Revision Date:  July 1, 2013

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 the research areas.
- Orders needed supplies.
- Performs other related duties as assigned.

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

Minimum GSU Hiring Standards
Bachelor’s degree; or high school diploma or GED and four years of related research experience; or a combination of education and related 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.