Job Title:  Research Coordinator I

BCAT Code:  09PX05  Effective Date:  April 1, 2007
Pay Grade:  G10  FLSA Status:  Exempt  Revision Date:  July 1, 2013

General Description
Performs entry-level technical research duties supporting the research function of a department.

Examples of Duties
• Analyzes scientific data.
• Assists faculty in grant writing.
• Researches and distributes research and grant opportunities to faculty.
• Works with students on research projects.
• Assists in the administrative management of grants.
• Coordinates research activities and class schedules.
• Assists with writing scientific papers.
• Performs library research.
• Conducts intake interviews.
• Coordinates the administrative activities of the staff.
• Maintains the lab or research areas.
• Orders supplies and equipment.
• Performs other related duties as assigned.

Knowledge, Skills and Abilities
• Knowledge of assigned research area.
• Knowledge of funded research administrative procedures.
• Knowledge of statistics.
• Knowledge of research and library methods and procedures.
• Knowledge of computer software and operations.
• Effective oral and written communication skills.
• Effective time management and organizational skills.

Minimum GSU Hiring Standards
Bachelor’s degree in assigned research area; 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.