Job Title: Research Coordinator II

BCAT Code: 09PX06  Effective Date: April 1, 2007
Pay Grade: G12  FLSA Status: Exempt  Revision Date: July 1, 2013

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

Examples of Duties
- Performs the analysis of scientific data.
- Writes grants and research proposals.
- Assists faculty in submitting grant proposals or renewals.
- Manages project or grant budgets.
- Trains lower level staff and students in proper research methods.
- Works with students on research projects.
- Researches and distributes research and grant opportunities to faculty.
- 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 library and research methods and procedures.
- Knowledge of statistics.
- Knowledge of computer software and operations.
- Effective oral and written communication skills.
- Effective time management and organizational skills.

Minimum GSU Hiring Standards
Master’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.