

## Texas A&M System-Wide Classification Description

**Classification Title Code/Title:** 8544/Research Assistant

**Exempt Status:**

**Pay Grade:** 5

**Job Summary:** Performs skilled, administrative, and managerial support in research. Plans and directs certain phases in a research project.

### Essential Duties and Responsibilities

- Assists in the design, planning, and coordinating of experiments in support of various research projects.
- Selects and applies standard techniques of routine research and keeps detailed records of data.
- Uses computers and laboratory or technical equipment to perform data analysis, statistical analysis, and technical evaluation of research experiments and results.
- Evaluates and summarizes results.
- Assists in preparing and writing proposals to funding agencies; maintains financial accounts related to research projects.
- Assists undergraduate and/or graduate students and other laboratory, technical or field staff involved in research.
- Installs, operates, maintains, and/or repairs research equipment.
- Assists with reports, invoices, and cataloging records.
- Performs other related duties as assigned.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### Additional Responsibilities

### Minimum Requirements

*Education* – Bachelor's degree in relevant field.

An equivalent combination of education and experience may be considered.

### Knowledge, Skills, Abilities

Knowledge of laboratory maintenance and equipment.

Knowledge of computers and computer software related to the position.

### Registration, Certification, or Licensure

**Supervision Received/Given** – Works under general supervision and generally does not supervise.

### Other Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.