

| | | | |
|---------------------------|-----------------------|--------|------------------|
| Title: | Effective Date: | Grade: | Job Category: |
| Research Assistant | May 11, 2012 | VIII | Paraprofessional |
| Prior Title: | Prior Effective Date: | Grade: | Page: |
| Research Assistant | October 11, 2010 | VIII | 1 of 1 |

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for assisting in any contract or in-house research endeavor, data collection, and project monitoring and implementation.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Collect and analyze data relative to specific research projects.
- Assist other personnel with report preparation, literature review searches and other duties for which assistance may be needed.
- Conduct field surveys and material sampling collection.
- Assist with implementation of research findings.
- Monitor various research findings that have been implemented.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Experience in field data collection. Working knowledge of accepted sampling and testing procedures. Experience with inventory database preferred. Working knowledge of Microsoft Word, Excel and PowerPoint. Valid driver's license. Constant statewide travel.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

