Title: Research Coordinator

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, plan, evaluate, and coordinate research projects for a University department.

Characteristic Duties

- Plan and coordinate research projects for a University department.
- Design and implement evaluation tools for research projects.
- Gather and analyze data.
- Coordinate the lab and field work.
- Coordinate the generation of support data for manuscripts and proposals.
- Coordinate use of lab equipment and space.
- Assist in the development of policies and procedures.
- Coordinate the development of research project reports.
- May assist in developing reports.
- Review and analyze relative literature.
- Assist with modification of protocols.
- Consult with other units and community agencies concerning research project.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in a related field (department will define related field). Experience must be in research coordination. Experience may also require at least one (1) year supervision.

Last updated: 3-5-07