JOB DESCRIPTION

Research Project Assistant

**Definition of Class**
This is a non-supervisory position in which the incumbent coordinates and participates in the administrative and clerical functions of a research project(s).

**Examples of Work Performed**
Coordinates and participates in the administrative, fiscal, technical, and clerical functions of a research project.

Ensures adherence to established timetables and schedules. Reports variances to project director or other supervisory personnel.

Collects data or necessary research information from technicians or other research personnel. Performs quality assurance for all data entry personnel. Compiles data and prepares appropriate reports as instructed.

Prepares and maintains files or research materials.

Submits reports according to contractor guidelines, including preparation of draft technical reports for modification by principal investigator and assistance in the compilation and distribution of the final reports.

Assists in the compilation and distribution of reports related to research findings.

Maintains financial records associated with research project(s); prepares status reports as requested. Prepares reports as requested. Initiates budget revisions with University administrators or funding agencies.

Maintains interface with University and funding agency personnel to resolve questions or problems arising from administrative activities or expenditures.

Performs clerical functions as necessary in the performance of assigned duties including negotiating with outside vendors for office machines and temporary clerical personnel.

Assists in planning and coordinating meetings and conferences; may be required to travel to meeting sites in the performance of those duties; prepares and distributes correspondence, forms and information packets to attendees. Makes travel arrangements as necessary.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates and participates in the administrative and clerical functions of a research project.
2. Prepares and maintains files, records, and reports.
3. Maintains interface with University and funding agency personnel.
4. Plans and coordinates meetings and conferences.
5. Prepares paperwork, obtains quotes, and tracks purchasing activity.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Graduation from a standard four-year high school or equivalent (GED).

  AND

- **Experience:** Two (2) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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