definition of class
This is a non-supervisory position in which the incumbent conducts research investigations such as experiments or surveys requiring the recording, collecting, verifying, compiling, and exchange of non-routine research information. The incumbent may work with very specific and written instructions and procedures verbally stated and non-specific.

Examples of Work Performed
Performs a variety of duties to assist principal research personnel in conducting research investigations, performing experiments, and in recording, collecting, verifying, and compiling research information.

Mails surveys and records all returned surveys.

Ensures all data files are backed up on computer disks.

Maintains files of questionnaires.

Receives and routes incoming telephone calls.

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. Conducts experiments and surveys for research investigations.

2. Collects, records, and verifies research data.

3. Uses computer to create backup files.

4. Answer phones.

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 sit; use hands to finger, handle, or feel, objects, tools, or controls. The incumbent is periodically required to reach with hands and arms. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

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

AND

**Experience:**
One (1) year 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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