

Research Specialist Job Family – Social/Behavioral Sciences

Conducts research and related activities in support of research projects in the social and behavioral sciences including psychology, sociology, education, etc.

Academic Professional				
Criteria	Research Associate I	Research Associate II	Research Specialist	Senior Research Specialist
Key job characteristics	<ul style="list-style-type: none"> • Conducts research by preparing literature reviews, assisting with the collection, entering, coding, and cleaning of data and descriptive results • Orders study supplies and maintains inventories 	<ul style="list-style-type: none"> • Conducts research by assisting with the collection, entering and cleaning of data and descriptive results • Coordinates the ordering, inventory, and maintenance of equipment, instruments and data collection and analysis tools 	<ul style="list-style-type: none"> • Contributes to the design, development and delivery of research projects • May determine objectives and approach to research projects • Presents results and publishes manuscripts 	<ul style="list-style-type: none"> • Designs and develops research project from concept to delivery • Conducts and coordinates advanced research studies • Presents results and publishes manuscripts • May coordinate and direct the work and research tasks of lower level research staff
Research Activities	<ul style="list-style-type: none"> • Performs surveys, interviews, or uses other methods according to established research protocols • Prepare data for analysis and executes details of studies • Perform analysis and document results • May conduct literature searches 	<ul style="list-style-type: none"> • Performs surveys, interviews or uses other methods according to established research protocols • May assist with study protocol development 	<ul style="list-style-type: none"> • Collaborates with researchers to develop objectives and design of research projects and proposals • Performs complex data collection and study methods, evaluation and analysis requiring use of independent judgment • Improves on current methods, procedures and evaluates new methods • Conducts advanced analysis of research data • Develops advanced research protocols 	<ul style="list-style-type: none"> • Independently develops objectives and design for research and data collection procedures • Analyzes results and refines study designs • Utilizes advanced knowledge of specific scientific protocols to analyze, interpret and make deductions based on data obtained through scientific studies. • Develops advanced study protocols • Investigate and recommend alternative approaches; develops new methods

RESEARCH SPECIALISTS

<p>Latitude for decision-making</p>	<ul style="list-style-type: none"> • Works within established procedures, guidelines and policies • Applies established methods to recurring types of problems 	<ul style="list-style-type: none"> • Able to interpret policy and may exercise discretion and independent judgment on some tasks 	<ul style="list-style-type: none"> • Regularly exercises discretion and independent judgment involving complex tasks with appreciable latitude for unreviewed action or decision-making 	<ul style="list-style-type: none"> • Has latitude to make procedural decisions within broad parameters • Has substantial latitude for unreviewed action or decision-making
<p>Communication skills</p>	<ul style="list-style-type: none"> • Maintain and process required paperwork • Maintain detailed records of results and prepares written reports 	<ul style="list-style-type: none"> • Summarizes research and test results • Prepares data for papers, grants and other documents • Completes required documentation for regulatory agencies 	<ul style="list-style-type: none"> • Contributes material and assists in the writing of research findings for publications, papers, grants, and other documents for publication • Advises students on methods and procedures 	<ul style="list-style-type: none"> • Writes papers, grants, and other documents for publication based on research findings. • May be co-author in publications • Delivers presentation of findings at conferences and symposiums • Advises researchers and students on methods and procedures • May act as supervisor or team lead in directing and coordinating the work of lower level staff
<p>Knowledge and Skills, Education, Experience</p>	<ul style="list-style-type: none"> • BA/BS in social science or related field • Applies knowledge of fundamental concepts, practices and procedures • Entry-level professional • Entry level knowledge of principles, concepts, practices and methods 	<ul style="list-style-type: none"> • BA/BS in social science or related field • one year of related experience • Applies knowledge of functional concepts, practices and procedures 	<ul style="list-style-type: none"> • BA/BS in social science or related field • Master's in social science preferred • 3 years of related research experience • Possesses and applies comprehensive knowledge of principles, concepts, practices and methods 	<ul style="list-style-type: none"> • Bachelor's degree in social science or related field • Master's in social science preferred • 5 years related research experience • Possesses and applies advanced knowledge of principles, concepts, practices and methods