

Job Title: Research Associate I – Social Sciences

Job Specifications *(to be completed by HR)*

Job Code:	Standard Title and Number: Specialist, 49997
FLSA: Exempt	Exemption from CS: 36e(4)
Category: Academic Professional	Job Family: Research
EEO Category: P	Job Band: Individual Contributor

Reports to: Principal Investigator/Professor

Supervision *(May supervise any or all of the following):*

Job Summary

This position conducts research by preparing literature reviews and assisting with the collection, entering, coding and cleaning of data and descriptive results.

Job Responsibilities *(Essential Duties)*

Research

- Perform surveys, interviews, observations or uses other methods according to established research protocols.
- Prepare data for analysis and execute details of studies. Perform analysis and document results.
- May conduct literature searches.
- Order study supplies and maintain inventories.

Communication

- Maintain detailed records of results and prepare written reports.
- Maintain and process required paperwork.

Perform other related duties and participate in special projects as assigned.

Job Knowledge & Skills, Education, Experience

Bachelor's degree in social science or related field required.

Knowledge of fundamental research concepts, practices and procedures.

Entry level knowledge of research methods.

UIC HUMAN RESOURCES

JOB DESCRIPTION

Working Conditions

General office environment. Regular travel not expected but may occur occasionally around previously scheduled events. Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards.

** If not within general office conditions, attach detailed environment checklist.*

Disclaimer

This job description reflects the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Nothing restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signatures and Acknowledgement of Receipt

Manager's Signature	Date
Employee's Signature	Date