

Job Title: Research Specialist – 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 contributes to the design and delivery of research projects and collaborates with researchers to develop, execute and interpret research projects. Performs complex data collection and study methods.

Job Responsibilities *(Essential Duties)*

Research

- Collaborate with Principle Investigator and researchers to develop objectives and design of research projects and proposals.
- Formulate and conduct research studies and analyses. Performs complex data collection and study methods. Analyze and evaluate research results.
- Replicate, refine and add new research approaches based on project needs. Test, customize and implement new methods and procedures.
- Develop and write advanced, comprehensive protocols.
- Monitor project developments on an ongoing basis. Propose and implement changes as needed.

Communication

- Contribute material, prepare results and assist in the writing of research findings for publications, papers, presentations, grants, and other documents for publication.
- Assist principal investigator in grant and manuscript submission.

Staff Management

- Guide, train and advise lower level researchers and students on techniques, methods and procedures.

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

UIC HUMAN RESOURCES

JOB DESCRIPTION

Job Knowledge & Skills, Education, Experience

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

A minimum of 3 years related research experience.

Possesses and applies comprehensive knowledge of research principles, concepts, practices and methods.

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