

Title:	Effective Date:	Grade:	Job Category:
Research Assistant	June 24, 2017	X	Professional
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Research Assistant, Engineering Research Technician II	March 26, 2015	VIII, XII	1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for conducting contract or in-house research endeavors, collecting data, and monitoring projects and implementing results.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Collect and analyze data relative to specific research projects.
- Conduct literature reviews and prepare reports on any research subject.
- Coordinate and conduct contract and in-house research.
- Manage the operation of complex databases.
- Serve as a Study Coordinator for research projects.
- Assist other personnel with report preparation and the review of research literature.
- Assist with implementation of research findings.
- Assist with maintaining the office and digital library.
- Conduct field surveys and material sampling collection.
- Monitor various research findings that have been implemented.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor’s degree from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school plus four years of experience in research or transportation related field. Ability to read maps, write legibly and operate computerized equipment. Working knowledge of Microsoft Office applications. Experience in field data collection. Working knowledge of accepted sampling and testing procedures. Ability to manage and operate complex databases. Ability to plan and organize comprehensive reports based on research findings. Working knowledge of the Department’s Research Program is preferred. Ability to interpret and apply Department policies and procedures. Physical ability to work with hand tools. Ability to work outdoors and, traverse at least 500 feet over rugged terrain and/or through water. Ability to stand and monitor research equipment for at least two (2) hours without a break. Ability to carry 50 pounds of equipment and supplies for at least 200 feet. Effective oral and written communication skills. Available for occasional overnight statewide travel. Valid driver’s license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

