**Research Assistant P8 Standard Job Description**

**Classification Title:** Research Assistant P8

**FLSA Exemption Status:** Exempt

**Pay Grade:** 8

**Minimum Pay:** [**See VPR Website**](https://vpr.tamu.edu/research-enterprise-business-services/research-titles-and-staffing/)

**Job Description Summary:**

The Research Assistant P8 provides skilled, administrative, and technical support in research. Assists with phases in a research project. Assists in preparing proposals for funding agencies, operations of research equipment, and other lab/field personnel in research. Collaborates with other research personnel.

**Essential Duties and Tasks:**

**50% Research:**

* Assists in the design, planning, and coordination of experiments in support of various research projects.
* Selects and applies standard techniques of routine research and keeps detailed record of data.
* Assists in the installation and operation of research equipment. May repair research equipment.
* Uses and computers and laboratory or technical equipment to perform data analysis, statistical analysis and technical evaluation of research experiments and results.
* Evaluates and summarizes experiment results.

**15% Research Publications:**

* Assists in preparing and writing proposals to funding agencies; maintains financial accounts related to research projects.
* Assists with reports, invoices, and cataloging records.

**15% Mentorship:**

* Assists undergraduate and/or graduate students and other laboratory, technical or field staff involved in research.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in a relevant field or an equivalent combination of education and experience.

**Required Experience**

* No required experience.

**Required Licenses and Certifications:**

* May vary with research area.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of laboratory maintenance and equipment.
* Knowledge of computers and computer software related to the position.
* Attention to detail.

**Additional Information**

**Machines and Equipment:**

* Various research equipment.

**Physical Requirements:**

* May vary with research area.

**Other Requirements and Factors:**

* May have to work on the weekend and/or after normal hours.
* May travel as required.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**