**Research Specialist I Standard Job Description**

**Classification Title:** Research Specialist I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

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

**Job Description Summary:**

The Research Specialist I, under general supervision, compiles and reviews data and metadata. Computes projections and performs analysis and tests.

**Essential Duties and Tasks:**

**50% Data Analysis and Testing:**

* Compiles and reviews data and metadata.
* Collects samples and measurements for experiments.
* Implements and maintains data collection and summarization of field trials.
* Computes projections.
* Performs analysis and tests.
* Makes and records observations and scientific measurements.

**15% Research Publications:**

* Utilizes summarized results in scientific and/or clientele-oriented publications.
* Prepares and writes proposals to funding agencies and maintains financial accounts related to research projects.

**15% Training:**

* Trains undergraduate and/or graduate students and other laboratory, technical or field staff involved in research.
* Develops and maintains training materials for external users.

**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 relevant field or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience in a specialized and relevant field of research.

**Required Licenses and Certifications:**

* May vary with research area.

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

* Familiarity with appropriate laboratory and/or technical equipment.
* Ability to effectively utilize a computer and applicable software.
* 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 weekends 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**