POSITION PURPOSE
Participate and assist in the development, implementation and maintenance of programs and/or projects for a School, College and/or Center/Institute at the University. May provide some specialized knowledge of data compilation, synthesis and analysis for purpose of service, directed research and study for a specific program and/or project area.

ESSENTIAL JOB FUNCTIONS
- Participate in specific program and/or project research or service methodologies and initiatives; conduct procedural data collection techniques which may include gathering information through a structured interview format. Interface with program/project staff and participants to assess and determine goals, objectives and needs; recommend procedural changes to support operational activities as needed.

- Evaluate and access program needs; develop and implement actions to facilitate program activities. Compile data for report preparation; prepare activity reports and summaries; update as necessary.

- Participate in database management activities. Coordinate data entry activities; monitor input of data; verify accuracy to ensure information is reliable for report generation, synthesis and analysis.

- May provide functional supervision to subordinate volunteer and student support personnel. Train in appropriate methods and techniques. Develop training materials; conduct training sessions and individual or group presentations. Monitor subordinate personnel; review activity logs and reports.

- Serve as liaison to various outside agencies, organizations, vendors, study groups or individuals and University personnel. May conduct on-site visits and interview sessions to establish relationship and accessibility to specific study groups and individuals.

- Keep abreast of developments in research methodologies and techniques and integrate such in operational activity or activities of assigned area. Resolve problems, answer questions and direct non-standard inquiries to appropriate personnel.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.
- Prepare written correspondence, memorandum, reports and informational pieces on program activities. Coordinate and arrange program meetings, presentations, activities and services.

- Perform related work as assigned.

**ADDITIONAL COMMENTS**
This entry level classification is designed to provide staff support assisting in the compilation, synthesis and analysis of data for a directed area of research and study or service in for a specific program and/or project for an assigned area. Work activities demand some specialized knowledge of a specific discipline (e.g. psychology, child care development, teacher education, etc.) or the operational activity of an assigned area. Functional supervision may be exercised over a number of full-time, volunteer and student support personnel. The incumbent should communicate effectively with others and possess strong analytic and problem solving abilities. This classification is generally assigned to a School, College and/or Center/Institute at the University in which the primary focus is research or service. This classification reports to and receives work direction from a research professional or management level position.

**MINIMUM QUALIFICATIONS**
- Graduation from an accredited college or university or an equivalent combination of education and/or experience.

- Strong analytical and problem solving skills.

- Ability to communicate effectively with others.

- Some knowledge and experience of structured interviewing techniques preferred.

- Ability to interact with various socio-economic groups.

- Some knowledge of a specific discipline or the operational activities of an assigned area, e.g. psychology, computing technology, child development, teacher education, etc.

- Strong written and/or oral communication skills.

- Some supervisory experience preferred.

- Typically, incumbents have had experience working on service or research projects as a student intern or volunteer.