



Savannah State University Position Description – Research Assistant

POSITION DESCRIPTION

Position Title: Research Assistant FLSA Status: Nonexempt
Reports to: Director
Department: Graduate Studies
Date Prepared: June 2003

BASIC FUNCTION

Reporting to the Director of the Survey Research Center this job supports the director by being responsible for various aspects of the research process, largely involving the full process of conducting research surveys. This process includes designing survey instruments, collecting and analyzing data, reporting and compiling final data reports, and hiring students to assist with the process.

NATURE & SCOPE

Duties include assisting with the construction of survey instruments including writing, compiling and editing of the document; responsible for coding and pre-testing questionnaire; assisting with the analysis of data and with final report preparation.

Assists the Director with interviewing, hiring and training of new employees in the Wincati and CiS software systems.

Is responsible for student employees' personnel files, timesheets, schedules and supervisors, and for the day-to-day operation of the Center in the absence of their Director.

This incumbent is also responsible for tracking the supply and expense expenditures.

PRINCIPAL ACCOUNTABILITIES

- Recruits, hires and trains students for employment at the SRC.
- Schedules and supervises student workers during the data collection process.
- Assists the Director with determining research design, research methodology and sample design for all projects.
- Programs SRC computers using Wincati software and uses proficiency with SPSS software.
- Programs survey instruments using Ci3 software.
- Assists with data analysis and report writing.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires beyond four years of college but typically less than an advanced degree.