UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Research Assistant IV

DIVISION: Academic Affairs (Cancer Prevention Research Center)

REPORTS TO: Principal Investigator and/or Research Associate

GRADE: 7

SUPERVISES: May supervise Research Assistant II’s and III’s

BASIC FUNCTION:

Responsible for the technical, artistic and design resources to develop and deliver behavioral change programs in the University’s Cancer Prevention Research Center (CPRC).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with intervention team to layout the design of an expert system.

Translate intervention design into expert system software package by defining decision rules and algorithms.

Manage team of individuals who test the system.

Develop graphic, multimedia, and sound files as needed by the program.

Maintain system files and programs after development.

Ensure that proper research protocols are being followed consistently.

Administer computerized surveys and other paperwork as necessary.

OTHER DUTIES AND RESPONSIBILITIES:

Administer computerized surveys as necessary.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.
ENVIRONMENTAL CONDITIONS:

Position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in education, social science, computer science or related field with a minimum of five years of post-degree experience in education, social science, computer science, or related field, OR, Master’s degree in education, social science, computer science or related field. Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience with graphics software (i.e. PhotoShop, Illustrator); Demonstrated experience with audio software (i.e. Cubase); Demonstrated organizational and record-keeping ability; Demonstrated understanding of social science research methodology; and, Demonstrated ability to work with diverse groups/populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.