

Job Code:.....100806AC
Position# (PTAA)..... (NE)
Developed by:..... KM
Reviewed by:.....SG
Approved by:.....LK
Date:10/18

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.