

CLASS TITLE: SCIENTIFIC RESEARCH GRANT ASSISTANT

Class Code: 02453600
Pay Grade: 16A
EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: At the University of Rhode Island, to assist a Principal Investigator with and provide support related services for the execution of grant funded research endeavors by monitoring and allocating awarded funds, predicting future financial requirements and by providing a high level of clerical support that includes the creating of the final proof of complex submitted research proposals, research reports and scientific papers via the usage of automated office equipment; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a Principal Investigator adhering to established instructions and procedures with wide latitude for the exercise of independent judgement; work is generally in final form when completed but may be checked for accuracy and compliance with prescribed instructions and procedures.

SUPERVISION EXERCISED: Supervises and coordinates the work of subordinates providing related research support services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

At the University of Rhode Island, to assist a Principal Investigator with and provide support related services for the execution of grant funded research endeavors by monitoring and allocating awarded funds, predicting future financial requirements and by providing a high level of clerical support that includes the creating of the final proof of complex submitted research proposals, research reports and scientific papers via the usage of automated office equipment.

To introduce, modify existing or develop new office automation aids required for the successful execution, monitoring and completion of research projects.

To prepare graphics, organize data and determine the formats for such data.

To maintain records and files.

To assist with the development, execution and control of a budget according to established procedures and in the prediction of future financial requirements.

To supervise and coordinate the work of subordinates providing related research support services.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of the operation of office systems and software packages utilized for creating, editing and storing of scientific research documents, corresponding graphics and awarded funds; a familiarity with the principles and practices utilized for budget preparation including the ability to predict future financial requirements; a thorough knowledge of general office practices, commercial arithmetic and business English; the ability to research and develop new or modify existing office automation aids required for the successful completion of research projects; the ability to maintain files and records; the ability to establish and maintain effective working relationships with superiors, associates and other employees; the ability to supervise, coordinate and review the work of subordinates assigned to assist; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a two year college including courses in basic accounting, office practice, typing and the operation of automated office equipment and supplemented by courses in engineering or physical/biological sciences; and

Experience: Such as may have been gained through: employment in a responsible clerical position involving the performance of office tasks inclusive of complex automatic typing and basic accounting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 28, 1988

Editorial Review: 3/15/03