

Title: <b>Advanced Research Assistant</b>	Effective Date: July 29, 2009	Grade: X	Job Category: Paraprofessional
Prior Title: Advanced Research Assistant	Prior Effective Date: August 24, 2007	Grade: X	Page: 1 of 1

**CHARACTERISTICS OF WORK**

Under minimal supervision, this position is responsible for assisting in or performing tasks associated with in-house or contract research.

**EXAMPLES OF WORK**

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Coordinate contract and in-house research efforts as necessary.
- Assist other personnel with management of various research activities.
- Collect and analyze data relative to specific research projects and assist in operation of monitoring equipment.
- Manage the operation of complex data bases.
- Assume responsibility for some research efforts as assigned.
- Develop GIS layers for research applications.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university or four years experience in related field of area of responsibility. Working knowledge of Microsoft Word and Excel. Ability to manage and operate complex data bases. Experience in GIS applications preferred. Valid driver's license.