

Title: <b>Advanced Research Assistant</b>	Effective Date: June 19, 2021	Grade: XII	Job Category: Professional
Prior Title: Advanced Research Assistant	Prior Effective Date: October 18, 2010	Grade:	Page: 1 of 2

### ***CHARACTERISTICS OF WORK***

Under general supervision, this position is responsible for coordinating and conducting in-house research endeavors, collecting data, and monitoring projects and implementing results.

### ***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 Department of Transportation is an "at will" employer.

- Coordinate and/or conduct in-house research.
- Assist other personnel with coordination of various research activities including but not limited to report preparation and the review of research literature, implementation of research findings, maintaining the office and digital library, etc.
- Coordinate and/or perform the collection and analysis of data relative to specific research projects and assist in operation of monitoring equipment as needed.
- Coordinate and/or conduct literature reviews and prepare reports on any research subject.
- Serve as a Project Manager for in-house research projects.
- Coordinate and/or conduct field surveys and material sampling collection.
- Monitor various research findings that have been implemented.
- Provide technical assistance, mentoring and training to lesser-experienced personnel.
- Assume responsibility for some research projects as assigned.

### ***MINIMUM REQUIREMENTS***

#### Education and experience:

The educational equivalent to a bachelor's degree from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school plus four years of experience in research or transportation related field. Working experience in research activities and field data collection.

#### Knowledge, skills and abilities:

Ability to read maps, write legibly and operate computerized equipment. Working knowledge of Microsoft Office applications. Advanced knowledge of accepted sampling and testing procedures. Ability to plan and organize comprehensive reports based on research findings. Ability to interpret and apply Department policies and procedures to include the current ARDOT Research Manual. Ability to interpret and apply Department policies and procedures. Effective oral and written communication skills.

#### Physical requirements:

Physical ability to work with hand tools. Ability to work outdoors and traverse over rugged terrain and/or through water. Ability to stand and monitor research equipment for at least two (2) hours without a break. Ability to carry 50 pounds of equipment and supplies with or without reasonable accommodation.

#### Working conditions:

Available for occasional overnight statewide travel.

#### Licenses, registrations and certifications:

Maintain technician certification in Basic Aggregates and Soils by the Center for Training Transportation Professionals (CTTP) or equivalent. Valid driver's license.

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Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 2 of 2

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*