

Title: Research Assistant	Effective Date: September 11, 2023	Grade: X	Job Category: Professional
Prior Title: Research Assistant	Prior Effective Date: June 19, 2021	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for 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.

- Collect and analyze data relative to specific research projects.
- Conduct literature reviews and prepare reports on any research subject.
- Coordinate and/or conduct in-house research.
- Serve as a Project Manager for in-house research projects.
- Assist other personnel with report preparation and the review of research literature.
- Assist with implementation of research findings.
- Assist with maintaining the office and digital library.
- Conduct field surveys and material sampling collection.
- Monitor various research findings that have been implemented.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to an associate’s degree from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school plus two years of experience in research or transportation related field. Experience in field data collection, construction inspection, or a materials laboratory environment preferred.

Knowledge, skills and abilities: Ability to read maps, write legibly and operate computerized equipment. Working knowledge of Microsoft Office applications. Working knowledge of acceptance sampling and testing procedures preferred. Ability to plan and organize comprehensive reports based on research findings. Working knowledge of the Department’s Research Program is preferred. 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: Valid driver’s license.

("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.)