

OMT Job Description Template

Job Summary and Key Responsibilities* ⓘ

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The **Research Assistant** oversees data collection, data organization, and/or data management or similar functions/tasks for research study(ies) in support of a PI or a research team.

Specific Duties & Responsibilities:

- Run routine and ad hoc reports.
- Use standard tools and computer programs to review data.
- Assist with data cleaning measures to ensure accuracy of data and preparation of tables.
- Lead basic activities such as data collection and data entry.
- May lead specific tasks and develop processes to ensure study activities occur effectively and efficiently.
- May conduct literature searches to support faculty in research efforts.
- May design and format papers/publications.
- May assist PIs in writing summaries of papers for release as policy briefs or other channels.
- Other duties as assigned.

*** If needed add key duties not included in the generic description.**

In addition to the duties described above:

- Test

Minimum Job Qualifications ⓘ

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***If there is a discrepancy between the qualifications populated from SAP and the generic description, please copy and paste the minimum qualifications from the generic description.**

- Bachelor's degree in related field.
- Additional education may substitute for required experience and additional related experience may substitute for required education beyond a high school diploma/graduation equivalent, to the extent permitted by the JHU equivalency formula.

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Preferred Qualifications ⓘ



***This section is only for preferred job qualifications (i.e. advanced degree, specific type of work experience, skill and/knowledge)**

Example:

- Master's degree.
- Experience working with SAS and/or SPSS.

***Within the Preferred Qualifications text box and directly under the bulleted preferred qualifications, copy and paste the technical qualifications and skills sections from the generic description.**

Technical qualifications and specialized certifications:

Technical Skills and Expected Level of Proficiency:

- **Analytical Skills:** Awareness
- **Attention to Detail:** Awareness
- **Data Management and Analysis:** Awareness
- **Formatting and Layout Proficiency:** Awareness
- **Information Gathering:** Awareness
- **Oral and Written Communications:** Awareness
- **Organizational Skills:** Awareness

The core technical skills listed are most essential; additional technical skills may be required based on specific division or department needs.