**Research Assistant 3 – Graduate**

Research Assistant 3, under minimal supervision, duties may include, but are not limited to:

* Performing diversified research duties of moderate complexity.
* Performing a large number of distinctly different research functions involving several procedural steps.
* Evaluating and analyzing research problems of average difficulty.
* Adjusting known methods, techniques and procedures.
* Conducting personal or telephone interviews or conducting library literature surveys requiring selection, evaluation and/or interpretation of data.
* Entering or retrieving computer data or preparing computer related documentation.
* Composing letters of inquiry to information sources.
* Recommending methodological and procedural changes.
* Maintaining records, preparing graphs and tables, and assisting with complex report preparation.
* Performing moderately complex laboratory procedures or assisting in complex research procedures.
* Designing future studies and overseeing student employees performing diversified duties of average difficulty.
* Performing other related duties as assigned or required.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work *insert hours per week.*

**Required Qualifications:**

Applicants must be enrolled as a graduate student.

Applicants must be familiar with the most current research in the subject.

Applicants must be familiar with the most current survey methods and methodologies.

Applicants must have a professional demeanor and the ability to effectively communicate with a diverse population via phone or in person.

Applicants must be detail oriented and able to enter data and prepare graphs, tables, and complex reports with accuracy.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range D**