

ISSUED: 6/93
&7/92

TITLE: <u>Program/Project Assistant II</u>	SALARY	CLASS
	SCHEDULE: <u>B</u>	CODE: <u>PE320</u>
UNION: <u>P&A - Local 1979, U.A.W.</u>	SALARY	EEO
	GRADE: <u>10</u>	CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E-CLASS: <u>PE</u>

POSITION PURPOSE

Provide specialized staff support and assistance in the development, implementation and maintenance of programs and/or projects for a School, College and/or Center/Institute at the University. May perform data analysis and apply established techniques and methods in servicing clients, research design and study to meet the mission and goal of a specific program and/or project area.

ESSENTIAL JOB FUNCTIONS

- Participate in and coordinate specific program and/or project activities, research methodologies and initiatives; conduct involved data collection techniques which may include one-to-one detailed structured interviews. Interface with program/project staff participants and supporters to assess and determine goals, objectives and needs; recommend procedural changes to support operational activities; develop materials and informational/promotional activities.
- Serve as liaison and resources to outside agencies, organizations, vendors, subject study groups or individuals and University personnel. May conduct on-site visits and interview sessions to establish relationship as well as accessibility with specific study groups and individuals. May negotiate vendor services, assist in obtaining conference sponsorship.
- Assist and participate in database management activities. Monitor input of data; verify accuracy to ensure information is reliable for report generation, synthesis and analysis. Generate various statistical reports utilizing appropriate software packages; analyze data which may include applying established research methods, techniques and principles; consult with principal investigator, supervisor and/or technical professional.
- May provide functional supervision to subordinate professional, volunteer and student personnel. Train in appropriate technical methods and procedures. Develop specific program and/or project materials and, dependent upon the operation, any related training manuals; conduct training sessions and individual or group presentations. Participate in recruitment and selection of subordinate personnel.
- Assist in day-to-day administration of operational activities; establish work schedules and agendas; assign and monitor program/project work activities; conduct meetings to evaluate work activities. Keep abreast of developments in research methodologies and techniques and integrate such in operational activity or activities of assigned area.
- Prepare written correspondence, memorandums, reports and informational pieces on program activities. Coordinate and arrange program meeting, presentations, activities and services. Develop handbooks, brochures and/or informational packets related to program/project.

- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level is designed to provide professional specialized staff support and assistance in the development, implementation and maintenance of specific programs and/or projects focused on research or service for an assigned area. Work activities demand specialized knowledge of a specific activity of an assigned area. The incumbent should possess familiarity with research methodologies, statistical sampling and design and implementation techniques and data analysis. Work activities require strong analytic and problem solving abilities in order to think within substantially diversified, established procedures and standards. Functional supervision may be exercised over a number of full-time professional, volunteer and student support personnel. This classification is generally assigned to a School, College, and/or Center/Institute at the University in which the primary focus is research or service. This classification reports to and receives work direction from a research professional or management level position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university or an equivalent combination of education and/or experience.
- Reasonable knowledge and experience of structured interviewing techniques.
- Strong analytical and problem solving skills.
- Some knowledge of and experience in longitudinal research projects.
- Ability to communicate effectively with others.
- Ability to interact with various socio-economic groups.
- Some experience in social science research methodologies, statistical sampling and design techniques and data analysis preferred.
- Some knowledge of a specific discipline or the operational activities of an assigned area, e.g. psychology, computing technology, child development, teacher education, etc.
- Some supervisory experience.
- Strong written and/or oral communication skills.
- Typically, incumbents have had experience working on service or research projects as a student intern or volunteer.