



UNIVERSITY OF NORTH CAROLINA WILMINGTON

## Social Research Assistant *Competency Profile*

**DESCRIPTION OF WORK:** Positions in this banded class gather, edit, analyze, and report data/information for a variety of research. Social/clinical research includes behavioral, economic, educational, public health, medical, public policy, sociology, and closely related areas. Work is performed to support research or develop public programs and policies. Research assistants may participate in the following: preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; editing and formatting of reports. In a larger, more complex project, employees may be involved in only one or several aspects of the research. Most employees have limited involvement in research design; however they are expected to use considerable judgment and research skills in performing their work assignments. Work may include the training and supervision of staff, students and others.

<b>ROLE DESCRIPTIONS BY COMPETENCY LEVEL</b>		
<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p>Positions in this banded class gather, edit, analyze, and report data/information in a defined area of research within well-defined parameters. Social/clinical research includes behavioral, economic, educational, public health, medical, public policy, sociology, and closely related areas. Work is performed to support research or develop public programs and policies. Research assistants at the contributing level complete defined assignments under supervision and direction in the following areas: preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; editing and formatting of reports. In a larger, more complex project, employees may be involved in only one or several aspects of the research.</p>	<p>Positions in this banded class gather, edit, analyze, and report data/information for a variety of research. Social/clinical research includes behavioral, economic, educational, public health, medical, public policy, sociology, and closely related areas. Work is performed to support research or develop public programs and policies. Research assistants may participate in the following: preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; editing and formatting of reports. In a larger, more complex project, employees may be involved in only one or several aspects of the research. Most employees have limited involvement in research design; however they are expected to use considerable judgment and research skills in performing their work assignments. Work may include the training and supervision of staff, students and others.</p>	<p>Positions in this banded class gather, edit, analyze, and report data/information for a variety of research. Social/clinical research includes behavioral, economic, educational, public health, medical, public policy, sociology, and closely related areas. Work is performed to support research or develop public programs and policies. Research assistants lead efforts in the following areas: preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; editing and formatting of reports. In a larger, more complex project, employees may be involved in only one or several aspects of the research. Employees may have involvement in research design in area of specialty and are expected to use considerable judgment and research skills in performing their work assignments. Work includes the training and supervision of staff, students and others.</p>

<b>Competencies</b>	<b>Definition</b>
<b>Technical Knowledge</b>	Possesses a satisfactory level of technical skill or knowledge in specific/content area(s) and keeps up with current developments and trends in area(s) of research. Working knowledge of the research principles, technical methods and processes used to conduct a systematic and objective inquiry including methods of data entry, collection and analysis, and summarizing and reporting results; working knowledge of statistics and related information technology. Knowledge may be acquired through academic and/or on-the-job training
<b>Data/information Collection</b>	Observes, monitors, collects, and records data/information in order to assess accuracy, validity and integrity.
<b>Information/Records Administration</b>	Applies knowledge of data/information collection methods, data/information management systems, and project/program knowledge to compile, assimilate, organize, and store data/information; reviews, compiles, summarizes and analyzes data/information to prepare reports.
<b>Communication</b>	Conveys accurate information through a variety of means during all phases of research including data/information collection, processing and dissemination and reporting to individuals or groups. Ensures that the information related to the research is understood. Listens and responds appropriately to others to make the information understandable; prepares and/or makes presentations suited to the characteristics and needs of the audience.

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply. For positions with some supervision consider the highest level of professional work performed.

<b>Competency</b>	<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p><b>Technical Knowledge -</b> Possesses a satisfactory level of technical skill or knowledge in specific/content area(s) and keeps up with current developments and trends in area(s) of research. Working knowledge of the research principles, technical methods and processes used to conduct a systematic and objective inquiry including methods of data entry, collection and analysis, and summarizing and reporting results; working knowledge of statistics and related information technology. Knowledge may be acquired through academic and/or on-the-job training</p>	<p>Applies basic knowledge of the research principles and methods of data entry, collection and analysis to complete defined assignments. Applies basic knowledge of statistics and information technology to collect and report data/information related to the area of research.</p>	<p>Applies working knowledge of the research principles and methods of data entry, collection and analysis to complete defined assignments independently. Applies working knowledge of statistics and information technology to apply a variety statistical techniques and formulae in the collection and preparation of data/information related to defined research area.</p>	<p>Applies full knowledge of the research principles and methods to interpret, coordinate and/or supervise the collection and analysis of data/information related to defined research area(s); may recommend or implement technical modifications or alternatives to data/information collection and analysis. Applies full knowledge of statistics and related information technology to oversee the entry, collection and analysis of data/information related to defined research area. May develop new research tools.</p>

Basic knowledge - The span of knowledge minimally necessary to complete defined assignments.

Working knowledge – The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishment of the research objective.

Full knowledge – The broad scope of knowledge demonstrated on the job that is beyond journey competencies.

<b>Competency</b>	<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p><b>Data/information Collection -</b> Observes, monitors, collects, and records data/information in order to assess accuracy, validity and integrity.</p>	<p>Observes, collects and records a variety of data/information, within well-defined research parameters. Documents data/information collected. Limited involvement with data collection when atypical methods or procedures are used.</p>	<p>Organizes, collects, records and presents data/information within defined research parameters; ensures quality control. Summarizes data/information collected. Carry out collection and screening under close supervision when atypical methods are used.</p>	<p>May design data/information collection and/or quality control procedures. Identifies and reports variations or discrepancies in the data/information within defined research parameters; organizes and prepares data/information for analyses. Provides analysis on data/information collected. Documents procedures and/or methods when atypical data/information methods are used. In addition, this person will report the frequency and situations when atypical methods are used.</p>

<b>Competency</b>	<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<b>Information/Records Administration</b> - Applies knowledge of data/information collection methods, data/information management systems, and project/program knowledge to compile, assimilate, organize, and store data/information; reviews, compiles, summarizes and analyzes data/information to prepare reports.	Uses established data/information systems, functions, and/or procedures to collect and store data/information; reviews data and information for completeness and accuracy within well-defined research parameters.	Compiles and organizes data/information from different sources to develop reports using established format.	Analyzes and reconciles data/information for reports from different internal and external sources. May serve as a project/team leader.
<b>Competency</b>	<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<b>Communication</b> - Conveys accurate information through a variety of means during all phases of research including data/information collection, processing and dissemination and reporting to individuals or groups. Ensures that the information related to the research is understood. Listens and responds appropriately to others to make the information understandable; prepares and/or makes presentations suited to the characteristics and needs of the audience.	Communicates/explains established protocols and status of research during data/information collection and processing. Presents compiled data/information in an established format.	Leads/Updates exchange of research information through dialog, instruction and demonstration. Contributes to preparation of publications, reports and other presentations of compiled results.	Leads, consults and makes recommendations in the area of research. Serve as primary presenter to various audiences; interprets findings.

**Recommended Minimum Training Guideline:**

Four-year degree or equivalent combination of training and experience necessary to perform the work.

Diplomas or degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.