

Research Consultant – Examples of Duties and Qualifications

NOTE: This document does not replace the Professional Staff Position Description Form (PSPDF). It provides Researchers, Administrators and Managers with generalized examples of duties and qualifications typical of research consultant positions. The PSPDF you submit for recruitment is expected to describe the duties and qualifications specific to the position.

Payroll Title Series	RESEARCH CONSULTANT	
Position Purpose	Design, develop and maintain sophisticated database structures and systems that effectively and efficiently support data collection. Provide input and analyses for multi-focused research project(s). Works under the general direction of a Principal Investigator or with other research staff.	
Sample of Typical Duties NOTE: If a high percentage of time is spent performing complex computing duties, ProStaff Computer exemption may be more appropriate.	<ul style="list-style-type: none"> • Develop or assist with development of data collection instruments • Design, develop and maintain various databases using MS Access, SQL, SAS or STATA includes establishment of relational databases and systems programming • Perform quality assurance and integration of multiple data streams for research studies, student projects and administrative needs • Conduct multivariate statistical analyses using standard and advanced statistical techniques • Prepare or assist in preparation of results for reports, publications and/or presentation • Lead continued development of the infrastructure for the assemblage of data and computer models • May also perform other research support functions such as contribute to research study design including methodology and analysis for grant proposals 	
Minimum Qualifications Specific Grade Level Assignment Is Dependant On The Complexities Of The Duties Performed And The Required Minimum Qualifications	Grade	Sample Education and Experience
	7	Bachelor's degree in relevant field of study such as mathematics, bioinformatics, computer science, statistics and at least two years of related work experience OR the equivalent combination of education and experience
	8	Master's degree in relevant field of study such as mathematics, bioinformatics, computer science, statistics and at least one year of related work experience OR the equivalent combination of education and experience
	9	Master's degree in relevant field of study such as mathematics, bioinformatics, computer science, statistics and at least two to three years of related work experience OR a PhD in a relevant field of study and one year of related experience OR the equivalent combination of education and experience
	10 & 11	Rarely used – would need exceptional qualifications and perform duties/responsibilities at the highest level.
Forms Required Used to establish Professional Staff Exemption, Grade and Overtime Status	1) Professional Staff Position Description Form: <i>(Must include % of time spent in each duty)</i> http://www.washington.edu/admin/hr/forms/comp/prostaff/reviews/positiondescript.doc 2) Research Activities Form: http://www.washington.edu/admin/hr/forms/comp/prostaff/reviews/research-activities.doc	