Job Series Matrix

Job Family: Research

Job Series: Social Science Research Professional

Job Series Summary:
Applying the theories and methods of a social science discipline, perform work directly involved in laboratory, survey and other social science research. Work is performed to support research or to develop public programs and policies. In contrast, Academic Program Professionals plan and administer both academic and research programs and services. Interprets principles and concepts generated by faculty, develop ideas and options for faculty review and decision, and then develop and implement instruction and research programs reflecting faculty interest. May also contribute to curriculum development and teaching.

Job Title: Social Science Research Coordinator
Job Title: Social Science Research Professional 1
Job Title: Social Science Research Professional 2
Job Title: Social Science Research Professional 3

Job Code: 4185
Job Code: 4186
Job Code: 4187
Job Code: 4188

Grade: D
Grade: E
Grade: G
Grade: H

Exemption: Non-exempt
Exemption: Exempt
Exemption: Exempt
Exemption: Exempt

Effective/Revision Date: 04/01/2015
Effective/Revision Date: 04/01/2015
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Job Purpose

Core Duties

- Prepare correspondence, documents and reports.
- Maintain and file forms and documents, including consent forms and master subject logs.
- Assist with the screening, recruiting, and obtaining consent of study participants. Perform telephone or in-person interviews to gather data, as needed. Schedule and/or call subjects for appointments.
- Prepare, distribute, administer and process questionnaires and tests, score test measurements and questionnaires, and code data for computer entry. Perform quantitative review of forms, tests, and other measurements for completeness and accuracy.
- Type, edit and organize data. Prepare data for input into statistical databases.
- Apply formulas and calculations to research data using basic statistical programs. Review and verify accuracy of database information and assist in making necessary corrections according to specific guidelines.
- Order and maintain equipment and supplies.
- Process study compensation payments and thank you letters to subjects upon completion of trial activities. Assist with post-study activities, as needed.

- Plan and perform research tasks of limited complexity requiring initiative and judgment in applying basic knowledge and understanding of scientific theory when precedents do not provide specific guidance; general instruction is provided by the supervisor.
- Extract data and structured information from published literature and other sources.
- Administer questionnaires and rating scales requiring judgment in applying non-routine scoring procedures.
- Conduct literature searches, and write literature summaries, requiring preliminary judgments after conceptual approach is outlined by the supervisor.
- Build and organize data as requested by principal investigator or faculty; use common statistical programs, requiring the application of job control language in generating and organizing data.
- Adapt new, nonstandard methods outlined by supervisor (principal investigator or faculty).
- Assist in designing and evaluating phases of research projects, seeking guidance where necessary, and auditing the accuracy and validity of data entered in databases.
- Present research finding to internal audiences.

- Assist in designing experiments, exercising independent initiative and judgment gained from completing a variety of high level assignments, including activities such as defining variables, formulating hypotheses, and selecting subjects, sources of information, or planned and coordinating experimental protocols.
- Adapt or work out the details of new, nonstandard procedures, with the supervisor providing only general guidance and suggestions.
- Interpret, synthesize, and analyze data using scientific or statistical techniques.
- Solve problems, and make decisions which affect the direction of the research and result in independent contributions to the overall project.
- Select and apply standard calculations and formulas independently to compile data or process documents; often serve as a resource for research methods and numerical analyses.
- Co-author sections of research publications and regulatory reports as needed.
- Complete project-related administrative and budgetary responsibilities of a limited scope as needed.

- Assist principal investigators with designing experiments constituting a phase of a research project for which precedents are few; conduct experiments which may involve coordinating a complex experimental protocol.
- Independently identify/modify standard procedures based on judgment concerning the general goals of a project; select approaches in developing, testing, and evaluating new methods.
- Lead or participate in multidisciplinary teams (in academia, across different faculties or schools, and in industry, across different functions of the business).
- Co-author all or sections of a report for publication or professional presentation with the work being reviewed by the principal investigator or faculty.
- Present ongoing work and findings to colleagues at academic conferences.
- Collaborate with the principal investigator to design a research approach of a project and/or integrate results of the entire project.
- Complete project-related administrative and budgetary responsibilities of a limited scope as needed.
- Formally supervise and train new staff or students.
## Job Series Matrix

<table>
<thead>
<tr>
<th>Minimum Education and Experience Required</th>
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</thead>
<tbody>
<tr>
<td>Two year college degree and one year of relevant experience or an equivalent combination of experience, education, and training.</td>
<td>Bachelor of Arts degree in an applicable social science related field, or combination of education and relevant experience in an applicable social science.</td>
<td>Bachelor of Arts degree in an applicable social science related field and two years applicable experience, or combination of education and relevant experience in an applicable social science.</td>
<td>Graduate degree in an applicable social science related field and five years applicable experience, or combination of education and relevant experience in an applicable social science.</td>
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<table>
<thead>
<tr>
<th>Minimum Knowledge, Skills and Abilities Required</th>
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<tr>
<td>General understanding of scientific theory and methods.</td>
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<td>Comprehensive understanding of scientific theory and methods.</td>
<td>Expert level knowledge and skills in field of science related to research project.</td>
</tr>
<tr>
<td>General computer skills and ability to quickly learn and master computer programs.</td>
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<td>Ability to work under deadlines with general guidance.</td>
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<td>Strong analytical skills and excellent judgment.</td>
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</tr>
<tr>
<td>Excellent organizational skills and demonstrated ability to complete detailed work accurately.</td>
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<td>Ability to work under deadlines with general guidance.</td>
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</tr>
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<td>Effective oral and written communication skills.</td>
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<td>Excellent organizational skills and demonstrated ability to complete detailed work accurately.</td>
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<td>Ability to work with human study participants.</td>
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<td>Demonstrated oral and written communication skills.</td>
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</tr>
<tr>
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<td>Ability to work with human study participants.</td>
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<td>-</td>
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<td>Developing supervisory skills.</td>
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<th>Physical Requirements</th>
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<tr>
<td>Frequently perform desk-based computer tasks, grasp lightly/fine manipulation, lift/carry/pull/push objects that weigh up to 10 pounds.</td>
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<td>Occasionally stand/walk, sit, use a telephone, writing by hand, and sort/file paperwork or parts.</td>
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<td>Rarely twist/bend/stoop/squat, kneel/crawl, reach/work above shoulders, and operates foot and/or hand controls.</td>
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<td>May be exposed to blood borne pathogens.</td>
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<td>May be required to work non-standard, extended or weekend hours in support of research work.</td>
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| - Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.  
  - Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.  
  - Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University’s Administrative Guide, [http://adminguide.stanford.edu/](http://adminguide.stanford.edu/). | - Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.  
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