DEFINITION:

Under the general supervision of a staff or faculty employee, a student usually performs all or part of the following duties:

(a) Collects materials, data, and other information for reports, graphs, and charts.

(b) Designs, distributes, collects, and analyzes questionnaires.

(c) Oversees experiments and surveys.

(d) Conducts interviews to gather data.

(e) Supervises Research/Scientific Aide IIs.

BASIC QUALIFICATIONS:

One (1) academic year (two semesters) as Research/Scientific Aide II, basic or intermediate courses in statistical methods, or one (1) year of comparable experience outside UIC.

QUALIFICATIONS FOR STARTING AT STEP B:

Two (2) academic years as a Research/Scientific Aide II, basic or intermediate courses in statistical methods, or at least two (2) years comparable work experience outside UIC; Advanced courses can be used to waive a minimal amount of time required as a Research/Scientific Aide II.

LEARNING OUTCOMES*:

- Professionally advocate for oneself and others.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Employ active listening skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Ask appropriate questions for specific information.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
• Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
• Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders.
• Multi-task well in a fast-paced environment.
• Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
• Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
• Show a high level of dedication toward doing a good job.
• Have attention to detail, resulting in few, if any, errors in their work.
• Serve as a role model to others by approaching tasks with confidence and a positive attitude.
• Plan, initiate, manage, complete, and evaluate projects.
• Demonstrate dependability.
• Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
• Be accountable for individual and team responsibilities and deliverables.
• Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
• Collaborate with others to achieve common goals.
• Use technology to improve the efficiency and productivity of their work.
• Manipulate information, construct ideas, and use technology to achieve strategic goals.
• Manage technology to integrate information to support relevant, effective, and timely decision-making.

*Learning outcome descriptions from the National Association of Colleges and Employers (NACE).