Title: Administrative Asst, Research
Job Code: DB18
FLSA Status: Non-Exempt
Grade: 229
Job Family: 0501 Administrative: Direct Spt
Job Function: AC Clerical and Admin Support
EEO Code: 5.00
Effective Date: 3/1/2013

JOB DESCRIPTION: Assists in managing and handling complex administrative responsibilities in support of research administration, clinical trials, a research laboratory, etc. Composes and/or types letters, forms, grant applications, and seminar programs associated with research grants and/or functions. Maintains and distributes research program documents. Maintains databases, prepares and updates reports and maintains required documentation for various research programs and activities. May edit scientific documents, assist in the editorial process of scientific reports, develop reference lists and maintain bibliographic databases. Performs related research administration responsibilities as required.

MINIMUM QUALIFICATIONS: A high school diploma and five years of related experience or a bachelor's degree and one year of related experience. Familiarity with an academic environment. Previous experience with various personal computer software applications, including a word processing application.

DATE CREATED/MODIFIED/REVIEWED: 05/24/06 AMM

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law.