

Position Description

Title: Research Assistant I

FLSA Status: Non-Exempt

Reports To: Research Director USA

Position Primary Purpose: Provides aid to research staff by collecting data, keeping records, analyzing data, preparing applications and reports, managing variety administration and inventory.

Essential Functions

Collects various forms of data pertaining to research projects.

Keeps record of information obtained during research. May include a database of information, hard files, etc.

Conducts analyses of data. Interprets, draws conclusions, and discusses with principal investigator.

Prepares various applications and reports containing descriptive, analytical, and evaluative content.

Constructs plant variety protection studies or assists in the construction of such studies.

Works with Production department managing varieties currently in production, communicates with Oregon Seed Certification Services, maintains record of where varieties have been applied and applies varieties accordingly, prepares records and ships samples, and conducts inventory of seed.

Collaborates with staff from other departments and researchers.

Comply with all state regulations, federal regulations, compliance standards, and company policies and procedures.

Non-Essential Functions

Performs various duties as needed to successfully fulfill the function of the position

Previous Experience:

12 months experience as a research assistant

Education:

Bachelor's degree in Agricultural or Plant Sciences preferred or 48 months of equivalent experience in lieu of or an Associate's degree plus 24 months experience

Demonstrated

Abilities:

Proficient in MS Office (Excel, Word, PowerPoint, etc.)

Willing and able to learn new computer systems.

Attention to detail.

Good time management skills with the ability to meet deadlines.

An analytical mindset with problem-solving skills

Excellent communication and collaboration skills.

Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.

Adept at queries and report writing.

Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)

Ability to work as part of a team and independently

Working Conditions:

Physical

Continuous sitting or standing when performing data analysis or collecting data. Frequent walking. Lifting up to 50 pounds. Continuous use of hands in repetitive tasks such as simple grasping, twisting/turning of wrists; finger dexterity to perform various data collection, typing, and entering data into the computer system. Continuous speaking and hearing for interactions with management and coworkers. Continuous clarity of vision at 20 inches or less for normal daily computer tasks.

Mental

Continuous problem solving on routine matters. Frequent attention to detail. Continuous performance of basic numeric calculations, as well as writing, reading, comparing, and analyzing. Continuous alertness, precision, and concentration to ensure accuracy of work.

Environmental

Hours may vary dependent upon seasonal needs. Occasional travel required. Exposed to potentially hazardous conditions; weather, chemical or slippery conditions of work area. Continuous clarity of vision at 20 inches or more for security purposes.

NOTE: Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, Skills, efforts, or working conditions associated with a job. They are intended to be accurate reflections of those principal job elements essential for making fair pay decisions about jobs.

I have read the position description and acknowledge my understanding of the duties and responsibilities set forth therein.

Employee Signature:

Date:

Manager Approval:

Date: