



University System of Maryland Job Class Specification

TITLE: EPIDEMIOLOGICAL ASSISTANT I
FLSA: NONEXEMPT
EEO6: H40
IPEDS-SOC: 43-4111

JOB CODE: N05EP1
JOB TYPE: INST SPECIFIC UMB
JOB FAMILY/SERIES: RES

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under direct supervision, supports study personnel in the collection and maintenance of study-related data.

PRIMARY DUTIES

1. Assists in recruiting, scheduling, interviewing, and tracking study participants.
2. Organizes, prepares, and codes and edits study questionnaires in accordance with study protocols.
3. Performs data entry from questionnaires.
4. Tracks and maintains study subjects listings, consent forms, and other related materials or files.
5. Performs clerical support such as locating and retrieving journal articles from library or on-line services from various locations. Provides telephone service and office coverage, assembles bulk mailings.
6. Assists in preparing presentation materials and visual aides, and assists in coordinating meetings and other study-related activities.
7. Labels, processes, or prepares for shipping study specimens such as urine and blood samples as directed.
8. May assist in performing basic anthropometric measurements such as vital signs and neuromuscular tests such as grip strength and balance and mobility testing.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of

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this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: Two years experience in clerical work

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of office practices, procedures and equipment; of spelling, grammar, and punctuation. Skill in performing arithmetic calculations; in performing routine clerical tasks; in filing documents in alphabetic and numeric sequence; in operating manual and automated office equipment. Ability to use applicable hardware such as mainframe, mini, personal or laptop computers and applicable software applications; to communicate effectively with widely diverse groups of people both in person and over the phone; to manage workload, to use time effectively, and to work in a non-office setting; to locate and retrieve files and records from confined spaces and locations which are not easily accessible; to learn to perform basic medical tests such as taking vital signs, blood pressure, and drawing blood.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Some positions may require employees to possess a valid Maryland Noncommercial class C or equivalent driver's license and to use their personal vehicle for transportation. Some positions may require overnight travel.