



University System of Maryland Job Class Specification

TITLE: EPIDEMIOLOGICAL ASSISTANT III
FLSA: NONEXEMPT
EEO6: H40
IPEDS-SOC: C-193099

JOB CODE: N09EP3
JOB TYPE: INST SPECIFIC UMB
JOB FAMILY/SERIES: RES STL

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under general supervision, performs complex data collection, analysis, and management. Guides and trains lower level staff or performs specialized project duties.

PRIMARY DUTIES

1. Assists in project planning such as developing data collection instruments and materials, techniques, and time lines; monitors project time lines and schedules using project management software applications.
2. Performs liaison work between project and participants and/or outside groups to obtain or submit pertinent study data or administrative information.
3. Assists in conducting literature reviews by searching library or on-line services as directed.
4. Develops and prepares statistical reports, construct tables, and graphs for presentation or publication using basic statistical techniques and software applications.
5. Performs study-related administrative support such as managing office and assisting in tracking project budget.
6. Screens and assists in hiring lower level project staff; assists in supervising office or project staff.
7. Monitors quality of data collected by field personnel; makes recommendations for improvement in data collection procedures.
8. Pretests and assists in refining data collection and input instruments, and documents survey instrument instructions; tailors existing protocols to specifications for individual studies; revises and prepares protocol manuals.
9. Prepares progress reports and presents information at meetings.

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10. Performs all of the duties of the Epidemiological Assistant II.

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

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of basic statistics as used in survey research. Skill in the use of applicable hardware such as mainframe, mini, personal or laptop computers and applicable software applications; in performing basic medical tests such as taking vital signs and drawing blood and ability to perform other related medical tests such as neuromuscular testing; in communicating effectively in writing; in compiling and summarizing information into concise and accurate reports; in managing workload; in using time effectively; in working in a non-office setting; in applying basic statistical concepts to data sets. Ability to establish and maintain contacts with study site personnel, faculty, staff, and outside parties; to lead and train others; to communicate effectively with widely diverse groups of people both in person and over the phone; to locate and retrieve files and records from confined spaces and locations which are not easily accessible.

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.