

Hourly Rate of Pay	Administrative	Medical Secretary	Data Clerk	Accounting	Library	Clinical Research	Research Engineer	Research Technician	Programmer/ Analyst
Temp 1 \$11.00 - \$14.00	Clerical Assistant <ul style="list-style-type: none"> <li>Performs a variety of basic office functions such as photocopying, filing, taking messages, filing</li> </ul>				Shelver <ul style="list-style-type: none"> <li>Shelves library materials</li> </ul>				
Temp 2 \$12.00- \$16.00	Secretary/Receptionist <ul style="list-style-type: none"> <li>Performs a variety of clerical, secretarial and reception duties which follow prescribed procedures</li> </ul>	File Clerk <ul style="list-style-type: none"> <li>Maintains patient files in a medical clinic setting</li> </ul>	Data Clerk / Word Processor <ul style="list-style-type: none"> <li>Maintains accurate and complete data files and lists and provides general office support</li> </ul>		Circulation and Reserve Assistant <ul style="list-style-type: none"> <li>Provides circulation services to Library users</li> </ul>				
Temp 3 \$13.50 - \$18.00	Secretary <ul style="list-style-type: none"> <li>Provides clerical and/or secretarial support which requires a thorough knowledge of office routines and understanding of the work of the department</li> <li>Word processes a variety of documents</li> </ul>		Data Clerk <ul style="list-style-type: none"> <li>Maintains the integrity of a large, complex database, including inputting, organizing, storing, and retrieving collected information</li> </ul>	Accounting Clerk <ul style="list-style-type: none"> <li>Applies a thorough knowledge and understanding of accounting policies and procedures to process University accounting transactions</li> <li>Records, classifies, and summarizes accounting data according to established procedures</li> </ul>	Library Assistant <ul style="list-style-type: none"> <li>Provides a broad range of services to Library users</li> <li>Opens and closes the building</li> <li>Provides circulation/ reserve services</li> <li>Reshelves materials</li> </ul>				
Temp 4 \$15.00 - \$20.00	Administrative Secretary <ul style="list-style-type: none"> <li>Provides support of a specialized nature which requires a thorough knowledge of departmental practices and policies and some specialized computer and word processing skills</li> </ul>	Medical Secretary <ul style="list-style-type: none"> <li>Performs secretarial and administrative duties which require a thorough knowledge of administrative and clinical management in a medical and/or research setting</li> </ul>	Data/Research Clerk and/or Data Management Assistant I <ul style="list-style-type: none"> <li>Maintains the accuracy, integrity, and security of complex, large computerized records systems</li> </ul>	Accounting Assistant <ul style="list-style-type: none"> <li>Applies specialized knowledge and understanding of complex budget and accounting policies and procedures to process University accounting transactions</li> <li>Advises account holders</li> <li>Analyzes data and reports</li> <li>Balances and controls cash receipts</li> </ul>				Undergraduate Laboratory Technician <ul style="list-style-type: none"> <li>Prepares labs for a number of undergraduate courses</li> <li>Sets up equipment, mixes solutions, provides chemicals or media and supplies</li> <li>Performs pilot experiments and prepares lab demonstration materials</li> </ul>	

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Temp 5 \$16.50 – \$21.50	Administrative Assistant <ul style="list-style-type: none"> <li>Organizes and provides a full range of secretarial and administrative duties of a complex nature that requires a thorough understanding of departmental organization, function, policies and procedures</li> <li>Supervises and establishes priorities for general office operations</li> </ul>	Medical Administrative Assistant <ul style="list-style-type: none"> <li>Administers general office and accounting procedures and oversees secretarial staff in a medical practitioner’s office</li> </ul>	Data Management Assistant II <ul style="list-style-type: none"> <li>Provides data entry and data management support services for the one or more research projects</li> <li>Writes SQL code to generate quality control checks</li> <li>Reviews case report forms and writes amendments</li> </ul>					Research Assistant I <ul style="list-style-type: none"> <li>Provides research support to faculty members in their research and teaching laboratory activities</li> <li>Performs laboratory experiments</li> <li>Observes details and keeps accurate records of experiments and results</li> <li>Conducts literature searches</li> </ul>	
Temp 6 \$18.00 - \$23.00	Administrative Assistant <ul style="list-style-type: none"> <li>Develops, implements and maintains the efficient operation of a department</li> <li>Plans, organizes and implements the administrative support structure</li> <li>Develops the budget</li> </ul>		Data Management Assistant III <ul style="list-style-type: none"> <li>Responsible for key aspects of data management for multiple research projects</li> <li>Writes complex SQL code to generate quality control checks</li> <li>Designs databases</li> <li>Conducts audits</li> <li>Analyzes audit findings</li> </ul>					Research Assistant II <ul style="list-style-type: none"> <li>Provides research support to faculty members in their research and teaching laboratory activities</li> <li>Performs standard and non-standard laboratory experiments, laboratory demonstrations</li> <li>Performs a variety of in vitro and in vivo procedures that are moderately complex and specialized</li> <li>Recommends modifications of procedures</li> </ul>	

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Temp 7 \$19.50 - \$24.50						Clinical Research Coordinator I <ul style="list-style-type: none"> <li>Organizes and administers a clinical research project within required guidelines</li> <li>Oversees the collection, entry, verification, management, analysis and reporting of data</li> <li>Creates databases</li> <li>Ensures relevant research methodology is applied</li> </ul>		Research Assistant III <ul style="list-style-type: none"> <li>Provides specialized research support to faculty members in their teaching/ laboratory activities</li> <li>A sound working knowledge of technology and comprehension of the theory of a specialized field or science is applied and adapted to new research situations</li> <li>Designs, adapts and performs specialized in vitro and in vivo procedures</li> <li>Carries out complex statistical analysis</li> <li>Coordinates use of lab equipment</li> </ul>	Programmer <ul style="list-style-type: none"> <li>Produces correct and standardized computer program code for use in applications</li> </ul>
Temp 8 \$21.00 - \$27.00						Clinical Research Coordinator II <ul style="list-style-type: none"> <li>Under direction, develops, implements, monitors, refines, analyses and reports on several research projects</li> <li>Oversees the collection, entry, verification, management, analysis and reporting of data</li> <li>Creates databases</li> <li>Ensures relevant research methodology is applied</li> <li>Writes, designs and presents information</li> </ul>	Junior Research Engineer <ul style="list-style-type: none"> <li>Carries out engineering assignments on a research and/or contract project</li> <li>Requires knowledge of standard engineering methods and technique in a specialized engineering field or discipline</li> <li>Designs, fabricates, assembles equipment and instruments for research projects</li> </ul>		Programmer/ Analyst <ul style="list-style-type: none"> <li>Accountable for all phases of development and installation of new or modified administrative application systems</li> </ul>

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Temp 9 \$23.00 - \$29.00							Working Level Engineer <ul style="list-style-type: none"> <li>• Provides specialized professional engineering support in a specific engineering field or discipline for research and/or contract projects</li> <li>• Designs, fabricates, assembles equipment and instruments for research projects</li> <li>• Analyzes and solves complex problems</li> <li>• Prepares written scientific reports</li> </ul>		
Temp 10 \$27.00 - \$33.00						Clinical Research Nurse <ul style="list-style-type: none"> <li>• Implements research health care protocols that include patients with active medical problems</li> <li>• Coordinates all local aspects of the study related to managing a patient from study entry to completion of a follow-up</li> <li>• Provides professional nursing care</li> </ul>			