

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**Administrative Professional  
Benchmark Job Class  
Research Intern/1457**

**Function and General Scope**

Positions assigned to this class are responsible for performing work in support of scientific or clinical research which provides practical experience for beginners in a research related field; using advanced skills and knowledge to perform the following non-inclusive list of tasks, perform complex investigative procedures; modifies procedures to accomplish research goals; collect data to administer surveys and interview subjects; collect, process and analyze data; run research protocols; assist in preparing manuscripts for journals or presentations for conferences. Positions may rotate through one or more research areas.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in a relevant field of study or equivalent related field experience performing professional-level work with scientific or clinical research protocols. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Experimental and analytical skills; understanding and knowledge of research theory; interviewing experience; excellent organizational and project management skills.

**Preferred Qualifications**

Masters degree

One year experience in relevant research field of study