

Job Description

POSITION TITLE: Research Assistant
SUPERVISOR: Leah Hill (or Research Manager)
FLSA: Non-Exempt (eligible for overtime)
SCHEDULE: Part-Time
LOCATION: St. Louis

COMPANY DESCRIPTION:

- The Missouri Partnership is a public-private, non-profit corporation with the principal mission of recruiting new business investment to the state. Through collaborative efforts with state and local partners, the Missouri Partnership works to attract new companies by marketing the state's business advantages.

JOB SUMMARY/PURPOSE:

- To assist with various projects involving: economic research, marketing, trade show events, site selection, etc. This position is an excellent opportunity for the right candidate to gain valuable experience in multiple fields: sales, research, administration, marketing, and business development.

ESSENTIAL FUNCTIONS:

- Assist research manager and recruitment team with information acquisition and reporting
- Assist marketing department with materials for trade shows and events
- Assist recruitment team in recording leads from events and outreach campaigns
- Perform administrative/clerical duties including reception and shipments
- Gather news regarding economic climate, business development, and business relocation

QUALIFICATIONS:

- High school graduate with four years of relevant work experience and/or college level coursework in business, communications, economics, geography, library science, statistics, urban planning or similar discipline, preferred.
- Excellent written and verbal communication skills
- Friendly and professional demeanor
- Excellent time management skills
- Superior research and internet skills, a plus
- Strong organizational skills with intense attention to detail
- Knowledge of Microsoft Office Suite; proficiency in Excel, preferred
- Experience with CRM software, such as Salesforce, a plus
- Interest in economic development is preferred

SCOPE OF INDEPENDENT ACTION:

(The impact and consequences of typical decisions made by incumbents, the level of required risk and the predictability of outcomes, and the organizational and financial range and focus of responsibility of the position)

- Initiates, implements, and controls – works under the supervision of the Research Manager, or whomever is giving an assignment (i.e. marketing, recruiter, or CEO).
- Makes recommendations – N/A.
- Consults with supervisor regarding expenditures, actions, unusual problems – Yes.
- Receives daily instructions for all or most activities – Yes.

SUPERVISORY RESPONSIBILITY:

(The responsibility for organizing and directing the work of others, and the accountability for such supervisory actions as hiring, promoting, determining salaries, and managing or directing projects or individuals)

- Number of individuals supervised: 0

WORKING CONDITIONS:

REQUIREMENTS: To comply with the American with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. Use these codes to complete this sections: "F" for frequently; "O" for occasionally; "N" for not at all.

PHYSICAL

MENTAL

ENVIRONMENTAL

On the job the employee must:

On the job the employee must be able to:

On the job the employee:

- (X) Bend (X) Sit
- () Squat (X) Stand
- () Crawl (X) Walk
- () Climb () Kneel
- (X) Handle objects – manual Dexterity
- (X) Reach above shoulder level
- () Other)_____

- (X) Read/comprehend
- (X) Write () Perform calculations
- () communicate orally
- (X) Reason and analyze
- () Other _____

- () Is exposed to excessive noise
- () Is around moving machinery
- () Is exposed to marked changes in temperature and/or humidity
- () Is exposed to dust, fumes, gases, radiation, microwave
- () Drives motorized equipment
- () Works in confined quarters
- () _____

Must carry/lift loads of:

- (X) Light (up to 25lbs.)
- () Moderate (25-50lbs.)
- () Heavy (over 50lbs.)

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Last Updated: 10/24/2017