

YOKO MIMURA  
Ph.D., UGA  
RESEARCH COORDINATOR I  
Years Service: 7 years (1/1/02)

**Summary Job Description: Support Agricultural Experiment Station research projects. Managing small/large datasets; preparing and performing statistical analyses, co-authoring papers; being engaged in own research project, including grant proposal preparation.**

1. Task/Responsibility: Receives research support requests from faculty members, clarifies details and deadlines of requests, schedules various requests according to priority, provides progress updates.

Work standard: Coordinates work requests so that jobs are completed in an accurate and timely manner.

2.Task/Responsibility: Initiates search to procure relevant data and documentation with reference to requests.

Work standard: Adequate willingness and ability to communicate effectively to procure relevant materials in a persistent and timely manner.

3. Task/Responsibility: Develops computer programs to clean acquired data and conduct descriptive and inductive statistical analyses on both personal and mainframe computers.

Work standard: Exhibits proficiency in utilizing personal and mainframe computers and various statistical software in a goal-oriented manner. Pays careful attention to details. Maintains adequate knowledge of computer languages.

4. Task/Responsibility: Provides results of computer programs and support for interpretation.

Work standard: Adequate knowledge in statistics to assure accuracy and interpretation of results.

5.Task/Responsibility: Organizes and maintains data, computer programs, various electronic storage media, and documentation for personal and/or mainframe computers.

Work standard: Maintains electronic storage media and filing system for documents that support data and programs.