Entry Date: Month and Year

Employee:

Jobcode and Title: 161024 Research Assistant 4 (SG14, EX40)

Business Title:

Department ID and Name:

Management Center or School:

Location:

Supervisor Name and Title:

POSITION OBJECTIVE

Working with a high degree of independence and under general direction, coordinate major activities in medical and related technical areas. Provide a brief summary of the scope, objective or role, and key responsibilities (typically three to four) of the position. Describe how the position supports, contributes, or is linked to the organization or program's mission. If the position supports research, briefly describe objective of the research project.

ESSENTIAL FUNCTIONS (Action statements to attaining job objective that would include the below benchmarks, as well as include percentage of time.)

1. Provide input and recommendation to principal investigator regarding significant developments in research projects. Provide supporting details. (%)
2. Coordinate major activities of laboratory/ research. Provide supporting details. (%) staff
3. May supervise research assistants and technicians. Provide supporting details. (%)
4. Co-author research projects. Provide supporting details. (%)
5. Perform the most complex quantitative analytical procedures. Provide supporting details. (%)
6. Teach or instruct others in research techniques. Provide supporting details. (%)
7. Assist in developing procedures, coordinate information with others as needed. Provide supporting details. (%)

NONESSENTIAL FUNCTIONS List duties that are marginal or infrequent. Include percentage of time spent on all functions that are 5 percent or less (percentages should total 100 percent for both essential and nonessential functions together).

Perform other duties as assigned.

CONTACTS This section is important in rating the position, so please give it thought and consideration when developing the position description. Indicate who the incumbent will have contact with (i.e., department staff, students, potential donors), the frequency (i.e., infrequent (up to 5%), occasional (6-15%), moderate (16-30%), regular (31-45%), frequent (46-65%), and continuous (66+%) and for what purpose (i.e., provide information, resolve complaints, solicit donations).

Department: Daily contact with supervisor to discuss research and maintain workflow.

University: Occasional contact with other departments to share information.

External: Limited or no contact with vendors to exchange information.

Students: Contact with student employees to exchange information.

SUPERVISORY RESPONSIBILITY

May supervise research assistants and technicians.

REQUIREMENTS

Experience: 5 to 8 years of related experience required.

Education: Bachelor’s degree in science.

REQUIRED SKILLS

1. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
2. Relies on instructions and pre-established guidelines to perform the functions of the job.
3. Ability to operate laboratory equipment.
4. Demonstrated history of successful support, education, and advocacy for all students, aligned with the values, mission, and messaging of the university, while adhering to the staff policy on conflict of commitment and interest.
5. Ability to meet consistent attendance.
6. Ability to interact with colleagues, supervisors and customers face to face.

WORKING CONDITIONS

Identify the working conditions and physical demands, which relate to the essential functions of the position, such as working indoors/ outdoors, working with exposures to hazards, etc. Include special considerations for the position, such as occasional travel or necessary overtime. General laboratory environment. May have exposure to hazards.