Date: 2021

Title: Research Associate/Senior Research Associate

Department:

School: Medicine

Location:

Supervisor Name and Title:

POSITION OBJECTIVE

Provide a summary the research and the scope, objective or role, and key responsibilities of the position. Include if this position will lead a team or work closely with the PI and how this position will support and contribute to the mission and objective of the research.

ESSENTIAL FUNCTIONS

1. This section should include statements of key work activities or responsibilities.
2. To the extent practicable, please use action verbs with an implied subject (who) and explicit work objects and/or outputs (what). Ex: Perform, Create, Coordinate, Administer, Analyze, Review, Determine, Develop, Oversee, Lead, etc. Start the sentence/function with the action word.
3. Avoid gender-based language.
4. May supervise laboratory staff, scholars, and students *(often a responsibility of Senior Research Associates)*

NONESSENTIAL FUNCTIONS

1. List duties that are marginal or infrequent.
2. Perform other duties as assigned.

CONTACTS (Examples are included below)

Department: PI, faculty, research staff and administrative staff

University: Other departments as needed

External: Supply vendors, other institutions, funding agencies, etc.

Students: Undergraduate and graduate student employees

SUPERVISORY RESPONSIBILITY

Direct supervisory responsibility includes the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline subordinate employees or effectively recommend such actions. Often a responsibility of Senior Research Associates. If the position will supervise other staff members, include the staff position titles.

QUALIFICATIONS

Experience: List the minimum years of related experience required and/or experience in preferred field(s) of study. *(Senior Research Associate – Minimum of 3 years prior experience required)*

Education/Licensing: PhD, MD, or other terminal degree *(indicate accepted terminal degrees)* in *(specified)* field of study. *(If this is a STS position, please indicate all certifications, licenses, specific technical/related experience)*

REQUIRED KNOWLEDGE, SKILLS and ABILITIES (Suggested skills. Adjust to the position as needed.)

1. Demonstrated expertise in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(include background, skills, etc.)
2. Ability to effectively perform and train others in \_\_\_\_\_\_\_\_\_ (techniques, procedures, etc. specific to the position).
3. Other technical skills
4. Other technical skills
5. Excellent oral and written communication skills and interpersonal skills; must demonstrate the ability to effectively and professionally communicate and work with various individuals within and external to the University.
6. Strong organization skills; ability to multi-task, prioritize and meet deadlines. Must demonstrate attention to detail and accuracy, time management skills, and follow-through. Must be able to work under pressure and conform to shifting priorities, demands and timeline.
7. Effective management skills; ability to lead, train, work with, and elicit cooperation from team members and staff. (For management or leadership positions.)
8. Ability to work effectively independently and collaboratively within a team. Must be highly motivated, responsible, dependable and a self-starter.
9. Effective problem-solving skills; must demonstrate innovation and creativity, excellent analytical skills, sound judgment and good decision-making.
10. Good computer skills, including database management. Include other computer skills needed.

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.

DIVERSITY STATEMENT

In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply.