

## ***WSU UNCLASSIFIED JOB SPECIFICATION***

### **I. POSITION INFORMATION**

**Job Title: Research Associate 1**  
**FLSA Status: Exempt (Salaried)**

**Salary Band: RS S03**

### **II. JOB SUMMARY :**

Performs senior-level professional research in support of a major research project. Provides research services by independently designing and conducting a wide range of experiments, recording data and preparing documentation requiring expertise in the application and adaptation of numerous research techniques and procedures.

### **III. CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Characteristic duties and responsibilities are listed below. Any job description may include several or more of the following or similar duties. This list is not inclusive.

- Review literature, research, collect and compile data; maintain databases; coordinate work of subcontractor; organize impact information and write related reports.
- Independently design and conduct a wide range of experiments, record data and prepare documentation.
- Assist in writing proposals for research grants; conduct awarded research; analyze and interpret experimental data for subsequent investigations.
- Set up, conduct and correlate a variety of complex tests and experiments. Evaluate adequacy and compare results to test objectives.
- Execute experiments for designated types of investigations.
- Perform or supervise experiments to ensure safety, efficiency, and adherence to quality control standards.
- Write documentation and may give oral presentations to convey results of investigation to technical and non-technical audiences.
- Prepare reports for funding agencies as prescribed in grant/contract proposals.

### **IV. SUPERVISION EXERCISED/RECEIVED:**

Functional and administrative supervision is exercised over assigned research staff. Typically reports to the primary investigator.

### **V. MINIMUM EDUCATION AND EXPERIENCE:**

A bachelor's degree in a related area and four years of related work experience, or a Master's degree in a related area and at least two years of related work experience.

**VI. KNOWLEDGE, SKILLS AND ABILITIES:**

Good organizational skills; excellent verbal and written communication skills; knowledge of acceptable research techniques and practices as well as quality control methods/concepts; knowledge of assigned department and/or agency, organization practices and procedures; grant writing expertise; and. communication and report writing theory, methods, concepts and techniques; knowledge of safe handling of hazardous materials including chemical, radiation and biological agents may be necessary.

**VII. CERTIFICATIONS OR LICENSURES REQUIRED:**

**WORKING CONDITIONS:**

Working conditions vary. Indoor conditions may include exposure to hazardous materials and outdoor conditions may include exposure to extreme heat or cold and other discomforts.

*This description is intended to illustrate the level of work difficulty and kinds of job duties that may be assigned to positions in this classification and should not be interpreted to describe all the duties that may be required in an individual position. The use of a particular expression or illustration to describe duties does not exclude the assignment of other duties not mentioned that are of similar kind or level of difficulty. The described job duties do not constitute a written or implied contract of employment. Wright State University reserves the right to revise or change job duties, job hours, and responsibilities.*