

WSU UNCLASSIFIED SALARIED JOB SPECIFICATION

I. POSITION INFORMATION

Job Title: Research Associate 2
FLSA Status: Exempt (Salaried)

Salary Band: RS S04

II. JOB SUMMARY :

Performs the highest-level of professional research in support of a major research project. Plans and designs advanced research project(s); assists in the management of operations, financial and personnel functions of designated project(s) under limited supervision

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.

- Assist with grant applications, contracts and related budget recommendations.
- Participate in all phases of research projects including researching, editing, planning and supervising staff.
- Serve as technical consultant and coordinator of a major research project(s) by developing research objectives, determining variety and depth of experiments, tests and procedures and integrating diverse phases of experiments.
- Initiate complex quality control procedures; revise established tolerances as necessary.
- Conduct advanced states of experimentation which require the application of unprecedented methods/procedures.

IV. SUPERVISION EXERCISED/RECEIVED:

Acts as a project leader, directing and coordinating other research assistants and technicians. Typically reports to the primary investigator.

V. MINIMUM EDUCATION AND EXPERIENCE:

A Master's degree in a related area and 4-5 years of related work, or a PhD in a related area and up to three years of related work.

VI. KNOWLEDGE, SKILLS AND ABILITIES:

Good organizational skills; excellent verbal and written communication skills; knowledge of acceptable complex 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.