

Research Support, Band A (Research Assistant)

Duties & Responsibilities

- **Assists principal investigator or project leader in the performance of specific and/or limited work assignments relating to research activities.
- **Performs a variety of routine laboratory tests and procedures according to prescribed protocols and assigned schedules.
- **Uses basic instruments, equipment, and/or supplies in the conduct of routine research activities.
- **Maintains inventory of standard laboratory supplies; prepares requisitions for purchase of laboratory supplies.
- Assists with the care and maintenance of equipment and supplies.
- Assists in the modification, fabrication, layout, installation and testing of equipment or subsystems.
- **Collects and enters research data into the computer or onto data forms and verifies data.
- **Assists in analyzing test data, recording observations and measurements, and preparing recommendations.
- Washes and autoclaves glassware, and maintains laboratory order and MSDS sheets for laboratory chemicals.
- Conducts literature searches and creates and maintains a literature review database, as assigned.
- May assist in the preparation of scientific presentations, manuscripts, and grant applications.
- Performs other related research support duties as required.

Judgment Exercised

- Results of analysis, recommendations, or implementation efforts assists in providing the basis for decisions made by higher level personnel.

Originality

- Applies or adapts standard policies, principles, regulations, and currently accepted methods and practices of the specialty area.

Controls Over Position

- The incumbent works with moderate supervision and performs most assignments with instructions as to the results expected.

Supervision Exercised

- Not applicable to this position.

Research Support, Band B (Research Technician)

Duties & Responsibilities

- **Independently performs research activities assigned by the principal investigator or project leader which is of substantial scope, difficulty or complexity in a specialty area.
- Designs, fabricates, operates and maintains sophisticated research equipment.
- **Collaborates with faculty members and research assistants in the construction of laboratory apparatus and related equipment; requires the application of aspects of other trades skills, i.e., welding, carpentry and electronics.
- **Performs work requiring the use of specialized equipment; requires devising and improvising new methods and techniques for using such equipment.
- Maintains, evaluates, tests, operates and/or calibrates equipment, components, software, or systems.
- Completes all administrative and technical arrangements for research experiments or projects.
- **Monitors experiments in progress, collects data and conducts tests in accordance with established experimental protocols.
- Prepares a variety of culture media, stains and other testing materials.
- Troubleshoots technical problems with laboratory procedures.
- Trains student assistants, faculty, and research staff in the correct and specialized procedures in the use of instruments and data interpretation.
- Conducts literature reviews, library searches, and researches data sources.
- Executes computer based programs of complex scientific and mathematical data analyses.
- **Executes and/or may supervise scientific data reductions and analyses for a complete research project requiring considerable independent interpretation of research data.
- **Writes, proofreads, edits or assists in the writing of manuscripts, final research reports, and findings for publications.
- Performs other related research duties as required.

Judgment Exercised

- Judgments and decisions impact operations, functions, programs, management, or policies of the program or its organizational segments.

Originality

- Develops, defines, or applies new or improved techniques, methods, practices, or strategies.
- Originates plans, techniques, and/or procedures to apply existing knowledge to ideas, analyses, projects, or tests and evaluations.

Controls Over Position

- The incumbent works independently without close supervision and performs most assignments with instructions as to the general results expected.

Supervision Exercised

- May review the work product from specific task assignments of other professional, clerical, technical personnel and/or student assistants.

Institutional Support, Band A (Program Assistant)

Duties & Responsibilities

- **Assists principal investigator or project leader in the performance of specific and/or limited work assignments relating to project administration.
- **Provides limited technical advice to project management and personnel.
- **Performs procurement functions, including the preparation of purchase orders, requisitions, invitations to bid, requests for proposals/quotations or proposal/bid/technical specifications.
- Ensures that all goods and services are purchased in compliance with Federal, State and University guidelines and procedures.
- **Provides assistance in financial accounting, budget management, personnel administration, contract administration and travel.
- **Assists with the preparation of a variety of reports.
- Assists with the preparation of contracts and budgets.
- Assists with the verification of compliance with contract and agreement terms and conditions.
- Reviews and ensures the appropriateness and correctness of travel documents and processes for payment.
- Assists in the maintenance scheduling and conduct of inventory of instruments, equipment and/or supplies.
- Performs other related project administration support duties as required.

Judgment Exercised

- Results of analysis, recommendations, or implementation efforts assists in providing the basis for decisions made by higher level personnel.

Originality

- Applies or adapts standard policies, principles, regulations, and currently accepted methods and practices of the specialty area.

Controls Over Position

- The incumbent works with moderate supervision and performs most assignments with instructions as to the results expected.

Supervision Exercised

- Not applicable to this position.

Institutional Support, Band B (Program Coordinator)

Duties & Responsibilities

- **Independently performs project administration activities which are of substantial scope, difficulty or complexity.
- Acts in the absence of the administrator to perform non-routine, complex and confidential administrative duties.
- **Represents the project as administrative liaison to internal and external constituents and attends meetings.
- **Manages, coordinates and administers the affairs of the project, including project planning, fiscal, budgetary and personnel management, grant writing and proposal solicitation.
- Manages the development of the assigned project and ensures delivery of operational system on schedule and within budget.
- Oversees the preparation of system design and program plan, establishes program goals and time-lines, and monitors program budget and schedule performance, as required.
- Coordinates site preparation, including obtaining necessary permits and ensuring compliance with all relevant governmental and university environmental and contract regulations, as assigned.
- Prepares and evaluates technical requests for bids, selection of subcontractors, issuance of contracts, and monitors performance and payments.
- **Prepares projections and cost analysis and provides detailed expenditure reports for use by project managers to enable them to manage their budgets.
- **Prepares timely reports to funding agency, including collating progress reports from sub-programs and contractors, writing summary narratives, and presenting status briefings.
- **Administers the grant award in accordance with applicable laws and regulations and in compliance with agency requirements.
- Establishes and maintains collaborative ties with organizations and facilitates communications among all project participants.
- Develops, designs, and maintains website and other department publications, as necessary.
- Provides overall supervision of project technical and administrative staff.
- Performs other related project administration duties as required.

Judgment Exercised

- Judgments and decisions impact operations, functions, programs, management, or policies of the program or its organizational segments.

Originality

- Develops, defines, or applies new or improved techniques, methods, practices, or strategies.
- Originates plans, techniques, and/or procedures to apply existing knowledge to ideas, analyses, projects, or tests and evaluations.

Controls Over Position

- The incumbent works independently without close supervision and performs most assignments with instructions as to the general results expected.

Supervision Exercised

- May review the work product from specific task assignments of other professional, clerical, technical personnel and/or student assistants.