

Research Position Instructions

The following research job description templates have been created to help assist in your recruitment process. From the templates managers or PI's will be able to identify which level of research responsibility they are seeking. Plus, using the template will assist PI's in planning an appropriate salary range for grant proposal.

The job description templates may not be 100% reflective of the job you are looking to fill. Managers are able to modify the template to include specialized skills needed for the specific research project. Certain skills can be added or taken out of the description to more accurately reflect the position you are seeking. As long as the description remains 85% similar to the original template the position title and classification remain the same. These position templates do not include Post Doc descriptions.

There may also be a need to hire an entry-level research technician that is only responsible for basic or routine lab work. Identify which duties that person would be doing from the first job template of research technician. Human Resources will work with the department to determine a fair wage for the lesser entry-level position.

The Fair Labor Standards Act (FLSA) mandates the proper classification of positions. Positions that are classified as non-exempt are paid an hourly wage and eligible for overtime pay after 40 hours a week. Positions classified as exempt are paid on a salary basis and do not get paid extra for hours worked over 40 in a week. It is extremely important to be in compliance with FLSA, otherwise, your department would be liable for up to three years of back wages.

Not only are job descriptions required by the Americans with Disabilities Act, but also establish clear expectations for your employee. Employee morale and productivity increase when job expectations and goals are clearly defined.

Once you have determined which position you are recruiting for please follow the ATR process.

Generation of Authorization to Recruit (ATR)

- The ATR, with a current Job Description, is generated by the hiring department (click link to go to downloadable form [ATR-Downloadable Forms](#))
- The ATR is approved by the Director/Chair/Department head.
- The ATR is routed to and approved by the Dean (if academic position).
- The ATR with the current Job Description is routed to ORSP for approval if grant funded. ORSP will forward to HR after approval.
- If not grant funded, the ATR and Job Description is routed to HR for approval of market salary range (for support staff and administrators), verification of termination of previous incumbent, and recruitment plan.
- HR routes the ATR to the Budget Office for available funds approval.
- Budget routes the ATR to the Provost or Vice President for approval.
- The Provost/Vice President Office routes a copy of the approved ATR to HR and a copy to the hiring department.
- HR receives completed ATR for job posting and specified advertising. *Work for Marquette* posting deadline is Wednesday by noon.

Advertising

- All open positions will be posted on a *Work for Marquette* posting (7-days for nonexempt and 14-days for exempt and faculty) and the Human Resources Webpage. (BPP VII-14) Any exceptions need prior approval from the Affirmative Action Officer.
- All external advertisements in the *Milwaukee Journal/Sentinel* print and on-line, *Chicago Tribune*, and other local newspapers are placed by Human Resources for optimal contract rates. (per initiative to cut advertising costs – cost effective and on-line advertising are encouraged).
- Average hard copy *Milwaukee Journal/Sentinel* paper ad: \$600 for Sunday ad
- *Milwaukee Journal/Sentinel* on-line (*Employment Wizard*) ad: \$100 for a 60-day posting. (www.jsonline.com)
- *Milwaukee Jobs* on-line ad: \$100 for a 60-day posting. www.milwaukeejobs.com
- The hiring department, with assistance from HR as needed, will post vacancies with specific list serves, trade magazines, or other publications.

When appropriate, and as determined by the hiring department and HR, vacancies will be listed in local and national media known to reach female and minority candidates.

Job Descriptions for Research Positions

Research Technician

Work under the general supervision of the Principal Investigator (PI) on sponsored research projects performing standard and complex laboratory procedures. Maintain accurate and timely record of test results; apply standard quality control procedures to assure accuracy of test results; operate, calibrate and perform routine maintenance on specialized equipment; maintain supply inventory; collect data; organize and centralize files and records; and prepare solutions, reagents, media or stains for prescribed tests. Participates in meetings with the PI. Successful candidate will be expected to exhibit individual initiative, work independently; be technically proficient and accurate; effectively communicate in both written reports and presentations; initiate and ensure compliance with applicable safety procedures; and possess attention to detail. Requires a Bachelor's degree in a related field or high school education (some college preferred) with 1-2 years of related lab experience. Must be willing to work flexible hours as necessary. Hourly wage range: \$11.50 - \$15.00 (\$22,425-\$29,250)

Senior Research Technician

Develop, improve and implement a variety of laboratory techniques and perform complex laboratory procedures to contribute to the timely completion and success of sponsored research projects. Create and maintain accurate and timely record of test results to provide Principle Investigator (PI) with information to evaluate direction of research; apply standard quality control procedures to assure accuracy of test results and make recommendations to PI as requested. Operate, calibrate and perform routine maintenance on specialized equipment; maintain supply inventory; prepare solutions, reagents, media or stains for prescribed tests; and participate in meetings with PI to evaluate lab procedures impacting on the quality or timeliness of the research. Train and oversee research technicians and students participating in research in the laboratory, and design and/or fabricate test fixtures, jigs, and specialized equipment as needed. Successful candidate will be expected to exhibit individual initiative, work independently; be technically proficient and accurate; effectively communicate in both written reports and presentations; initiate and ensure compliance with applicable safety procedures; and possess attention to detail. Requires master's degree in a related field and 1 year relevant experience **or** bachelor's degree in a related field with 3 years of relevant experience. Must be willing to work flexible hours as necessary. Hourly wage range: \$14.00 - \$17.00 (\$27,300-\$33,150)

Research Associate

Conduct a variety of complex and independent investigations in the planning, development, and implementation of original experimental procedures within the overall scope of the research project. Collect, analyze and report on experimental data; create and maintain accurate and timely records of test results and protocol design; assist in the publication of research findings; perform computer data analysis; instruct and assist students and laboratory staff; participate in meetings with Principle Investigator to evaluate and interpret the validity of data and evaluate laboratory procedures; monitor lab expenses and assists with budgetary responsibilities; and write protocols of committee approval. Design experimental procedures/protocols; statistical analysis of data; prepare progress reports and presentations; and design and/or fabricate test fixtures, jigs, and specialized equipment as needed. Requires master's degree in a related field or equivalent research experience (preferably in an academic setting). Must possess strong communication and analytical skills; thorough knowledge of laboratory practices and procedures; and the ability to implement research projects. Must be willing to work flexible hours as necessary. Salary \$33,000 - \$38,000

Research Technician Related Positions

If the three previous job templates do not represent the position you are recruiting for please use the following checklist to create a detailed job description.

Does this person.....

Y Follow established protocols or procedures

Y Design protocols for others to follow

Y Collect data (% of day_____)

Y Analyze data (% of day_____)

Y Organize files and records

Y Centralize lab procedures (collects and coordinates established procedures into one area or binder)

Y Carry out research (% of day_____)

Y Perform routine lab work (procedural) with some troubleshooting (% of day_____)

Y Manage daily activities of the lab (% of day_____)

Y Have full supervision of lab staff (hire, fire, and discipline) Number of staff:_____

Y Coordinate lab staff activities, but relay difficult issues to supervisor (% of day_____)

Y Exercise independent responsibility for one or more specific aims or project outcomes

Y Develop and write protocols. Determine what happens from data and designs experiments.

Y Possess independent judgement and authority on procedures and lab work.

Y Develop stage of testing protocols to write a new grant

Y Design research for others to conduct

Average number of hours worked per week: _____

Minimum years of related experience: _____

Minimum education required: _____

Specialized skills: _____