

**Job Title:** Research Specialist – Natural Sciences

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### **Job Specifications** *(to be completed by HR)*

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Job Code:	Standard Title and Number: Specialist, 49997
FLSA: Exempt	Exemption from CS: 36e(4)
Category: Academic Professional	Job Family: Research
EEO Category: P	Job Band: Individual Contributor

**Reports to:** Principal Investigator/Professor

**Supervision** *(May supervise any or all of the following):*

### **Job Summary**

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This position contributes to the design and delivery of research projects and collaborates with researchers to develop, execute and interpret research projects. Performs complex laboratory and data collection techniques.

### **Job Responsibilities** *(Essential Duties)*

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#### **Research**

- Collaborate with Principle Investigator and researchers to develop objectives and design of research projects and proposals.
- Formulate and conduct scientific experiments and analyses. Performs complex data collection and laboratory techniques. Analyze and evaluate test and research results.
- Replicate, refine and add new research approaches based on project needs. Test, customize and implement new methods, procedures and techniques.
- Develop and write advanced, comprehensive experimental protocols.
- Monitor project developments on an ongoing basis. Propose and implement changes as needed.

#### **Communication**

- Contribute material, prepare results and assist in the writing of research findings for publications, papers, presentations, grants, and other documents for publication.
- Assist principal investigator in grant and manuscript submission.

#### **Staff Management**

- Guide, train and advise lower level researchers and students on techniques, methods and procedures.

**Perform other related duties and participate in special projects as assigned.**

# UIC HUMAN RESOURCES

## JOB DESCRIPTION

### **Job Knowledge & Skills, Education, Experience**

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Bachelor's degree in science or related field required. Master's degree in science preferred.

A minimum of 3 years related research experience.

Possesses and applies comprehensive knowledge of research principles, concepts, practices and methods.

Proficient in specific lab research techniques.

### **Working Conditions**

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General office environment. Regular travel not expected but may occur occasionally around previously scheduled events. Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards.

*\* If not within general office conditions, attach detailed environment checklist.*

#### Disclaimer

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This job description reflects the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Nothing restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **Signatures and Acknowledgement of Receipt**

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Manager's Signature	Date
Employee's Signature	Date