

Job Title: Senior Research Specialist – Social Sciences

Job Specifications *(to be completed by HR)*

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):* Research Specialists, Research Associates

Job Summary

This position is a principle contributor in developing specific research project requirements and is responsible for all aspects of the project from development through delivery. Perform complex study and data collection methods. May coordinate and direct the work and research tasks of lower level research staff.

Job Responsibilities *(Essential Duties)*

Research

- Develop objectives and design of research and data collection procedures. Conceptualize, initiate and execute research goals for project.
- Conduct and coordinate advanced research studies. Analyze and interpret data and results and refine study design.
- Develop and write advanced study protocols
- Evaluate current developments and research findings to determine their potential applicability to research projects.
- Replicate, refine and add/develop new research approaches based on project needs. Advise on new direction for research based on study results.

Communications

- Monitor project developments on an ongoing basis and implement changes as needed.
- Prepare, organize and communicate research results. Write papers, grants, and other documents for publication based on research findings.
- Author and co-author articles for publication and present at scientific symposia and conferences.

Staff Management

- May act as supervisor or team lead in directing and coordinating the work of lower level staff. Guide, train and advise lower level researchers and students on techniques, methods and procedures.

UIC HUMAN RESOURCES

JOB DESCRIPTION

- Plan, assign and review work of staff to ensure that group objectives are met. Hire, train, develop and manage staff to ensure that a qualified staff exists to meet group objectives.

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

Job Knowledge & Skills, Education, Experience

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

A minimum of 5 years related research experience.

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

Working Conditions

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

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

Manager's Signature	Date
Employee's Signature	Date