
Auburn University Job Description

Job Title:	Research Associate	Level I	Grade 31 \$31,300 - \$52,100
Job Code:	HA02	Level II	Grade 32 \$35,000 - \$58,400
FLSA status:	Exempt	Level III	Grade 33 \$39,300 - \$65,500
		Level IV	Grade 34 \$45,100 - \$75,100

Job Summary

Assists researchers in planning, maintaining or completing research programs and/or projects involved in the discovery of new knowledge, techniques, and concepts which require advanced level scientific/research knowledge, skills and abilities following relevant policies, procedures, regulations and laws.

Essential Functions

1. Develops or assists in the development of complex project proposals, plans, and protocols.
2. Conducts non-routine experiments, investigations and/or studies related to programs and projects in pursuit of new knowledge, techniques and concepts.
3. Coordinates or assists logistics of research to include equipment, materials, and labor needs.
4. Collects data/samples related to others' research and in complex cases.
5. Records, compiles, processes and analyzes data/samples.
6. Documents results and observations in writing as well as presenting results to others.
7. May prepare research results for publication or presentation at conferences to include performing literature reviews and writing results and discussions.
8. May instruct students and/or supervise others' research in area of expertise.
9. May maintain project budgets and/or coordinate funding.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	<p>Entry Research Associate. Provides professional support to research programs and projects in moderately complex cases. Assists in developing plans and protocols. Responsible for equipment, materials, labor and support of facility/lab operations. May perform cost analyses and recommend budgets. Provides routine professional support of protocols/plans, documentation, observation and data collection. Records, processes, analyzes, interprets and presents data. May assist or assign work to others. Work is performed under limited supervision; incumbent is expected to make frequent independent judgments and decisions.</p>	<p>Possesses advanced knowledge in the field of research, and has working knowledge of equipment, materials and processes related to lab/facility operations, including procedures for observation, documentation and collection, analysis and presentation of data, and knowledge of budgeting and financial analysis related to research operations or proposals.</p>	<p>Masters degree in discipline appropriate to position and no experience.</p>
II	<p>Intermediate Research Associate. Provides professional support to research programs and projects in moderately complex cases. Leads or assists in development of plans and protocols. Responsible for equipment, materials, labor and support of facility/lab operations. May perform cost analyses and recommend budgets. Provides routine professional support of protocols/plans, documentation, observation and data collection. Records, processes, analyzes, interprets and presents data. May assist or assign work to others. Work is performed under limited supervision; incumbent is expected to make frequent independent judgments and decisions.</p>	<p>Possesses advanced knowledge in the field of research, and has broad knowledge of equipment, materials and processes related to lab/facility operations, including moderately complex procedures for observation, documentation and collection, analysis and presentation of data, and knowledge of budgeting and financial analysis related to research operations or proposals.</p>	<p>Masters degree in discipline appropriate to position and 2 years experience.</p>
III	<p>Advanced Research Associate. Provides professional support to research programs and projects in complex cases. Leads or assists in development of plans and protocols. Responsible for equipment, materials, labor and support of facility/lab operations. May perform cost analyses and recommend budgets. Provides routine professional support of protocols/plans, documentation, observation and data collection. Records, processes, analyzes, interprets and presents data. May assist or assign work to others. Work is performed under very limited supervision; incumbent is expected to make frequent independent judgments and decisions.</p>	<p>Possesses advanced knowledge in the field of research, and has very broad knowledge of equipment, materials and processes related to lab/facility operations, including complex procedures for observation, documentation and collection, analysis and presentation of data, and knowledge of budgeting and financial analysis related to research operations or proposals.</p>	<p>Masters degree in discipline appropriate to position and 4 years experience, including at least 2 years at the preceding level or equivalent.</p>

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IV	Senior Research Associate. Provides professional support to research programs and projects in the most complex cases. Leads or assists in development of plans and protocols. Responsible for equipment, materials, labor and support of facility/lab operations. May perform cost analyses and recommend budgets. Provides routine professional support of protocols/plans, documentation, observation and data collection. Records, processes, analyzes, interprets and presents data. May assist or assign work to others. Work is performed under very limited supervision; incumbent is expected to make frequent independent judgments and decisions.	Possesses advanced knowledge in the field of research, and has deep expertise and broad knowledge of equipment, materials and processes related to lab/facility operations, including highly complex procedures for observation, documentation and collection, analysis and presentation of data, and knowledge of budgeting and financial analysis related to research operations or proposals.	Masters degree in discipline appropriate to position and 6 years experience, including at least 2 years at the preceding level or equivalent.
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Masters degree in discipline appropriate to position and no experience.
- Level II** Masters degree in discipline appropriate to position and 2 years experience.
- Level III** Masters degree in discipline appropriate to position and 4 years experience, including at least 2 years at the preceding level or equivalent.
- Level IV** Masters degree in discipline appropriate to position and 6 years experience, including at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in content specific area of research

Focus of Experience

Experience in research practices and protocols

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

Job related licensure may be required for specific positions.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/5/2012
