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## Auburn University Job Description

Job Title:	<b>Research Fellow</b>	Level I	Grade 32 \$35,000 - \$58,400
Job Code:	<b>HA03</b>	Level II	Grade 33 \$39,300 - \$65,500
FLSA status:	Exempt	Level III	Grade 34 \$45,100 - \$75,100
		Level IV	Grade 35 \$51,900 - \$86,400

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### Job Summary

Assists in others' and conducts original research to include 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 original project proposals, research designs, plans and protocols and assists in the development of complex project proposals, plans and protocols.
2. Designs and/or conducts complex experiments, investigations and/or studies related to programs and projects in pursuit of new knowledge, techniques and concepts.
3. Coordinates or assists with logistics of research to include equipment, materials, and labor needs.
4. Collects data/samples related to own research as well as 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 serve as an instructor and/or supervisor to other researchers and students in area of expertise.
9. May provide consulting to third party organizations related to research activities.
10. May maintain projects 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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	<p>Entry Research Fellow. Participates in ongoing research programs or projects. Engages actively in research, analysis of data, development of experimental designs and/or protocols, publication, creative activity, scholarship and/or research support in sponsored or University research projects/programs. May supervise undergraduate students, technicians and others, but supervision is not a major part of the job. May serve as an instructor to other researchers and students in areas where the Research Fellow has expertise. May participate in writing research papers, preparing research presentations, and providing support of new research proposals.</p>	<p>Possesses highly advanced knowledge in the field of research and the design of experiments, and has broad expert knowledge of complex equipment, materials and processes related to research planning, funding and operations. Possesses high level of knowledge and skill related to design of research and the analysis, presentation and publication of research findings. Ability to supervise and instruct others in field of research.</p>	<p>Doctoral degree in discipline appropriate to position and no experience.</p>
II	<p>Intermediate Research Fellow. Participates in ongoing research programs or projects. Engages actively in research, analysis of data, publication, creative activity, scholarship and/or research support in sponsored or University research projects/programs. Is expected to have expertise in a wide range of techniques, methods, and procedures common to a particular field of research. May supervise undergraduate students, technicians and others, but supervision is not a major part of the job. May participate in writing research papers, preparing research presentations, and providing support of new research proposals.</p>	<p>Possesses highly advanced knowledge in the field of research and the design of experiments, and has broad expert knowledge of a wide range of complex equipment, materials and processes related to research planning, funding and operations. Possesses high level of knowledge and skill related to design of research and the analysis, presentation and publication of research findings. Ability to supervise and instruct others in field of research.</p>	<p>Doctoral degree in discipline appropriate to position and 2 years experience.</p>
III	<p>Advanced Research Fellow. Directs and participates in ongoing research programs or projects, in conjunction with a professor (either tenure track or non-tenure track). Responsible for research project, analysis of data, publication, creative activity, scholarship and/or research support in sponsored or University research projects/programs. Exercises considerable independent judgment. May supervise undergraduate students, technicians and others, but supervision is not a major part of the job. May participate in writing research papers, preparing research presentations, and providing support of new research proposals.</p>	<p>Possesses highly advanced knowledge in the field of research and the design of experiments, and has broad expert knowledge of a wide range of complex equipment, materials and processes related to research planning, funding and operations. Possesses mastery of knowledge and skill related to design of research and the analysis, presentation and publication of research findings. Ability to supervise and instruct others in field of research.</p>	<p>Doctoral 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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## Auburn University Job Description

IV	Senior Research Fellow. Oversees and directs a major research program or project, in conjunction with a professor (either tenure track or non-tenure track). Responsible for directing and engaging in a research project, analysis of the total research program, publication, creative activity, scholarship and/or research support in sponsored or University research projects/programs. Possesses advanced knowledge and is well-known in the field. Represents the University to the public. Supervises others and provides technical direction. May participate in writing research papers, preparing research presentations, develop projects and generate extramural research funding.	Possesses highly advanced knowledge in the field of research and the design of experiments, and has broad expert knowledge of a wide range of complex equipment, materials and processes related to research planning, funding and operations. Possesses authoritative of knowledge and skill related to design of research and the analysis, presentation and publication of research findings. Ability to supervise and instruct others in field of research.	Doctoral 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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## Auburn University Job Description

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### Minimum Required Education and Experience

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

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

#### Certification or Licensure Requirements:

Job related licensure may be required for specific positions.

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### 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, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, 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

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