

Position Title: **Scientific Research Assistant**

Organizational Unit: Center for Imaging Science, College of Science

FLSA Status: Exempt

BASIC FUNCTION:

In support of CIS missions, a Scientific Research Assistant is responsible for providing scientific research expertise for CIS activities associated with new program initiatives, new and on-going development activities and applied and fundamental scientific research. The Scientific Research Assistant, supports more senior scientists in research activities, including scientific research, preparation of final reports and journal articles disseminating the results of that research, and development of external funding for research projects through sponsor liaison, development, and proposal preparation activities. A Scientific Research Assistant supports more senior scientists in planning for and development of scientific directions. S/he provides mentorship to more junior scientists, including students.

MINIMUM QUALIFICATIONS*

*Substitution of relevant education or experience for stated qualifications may be considered.

Knowledge, Skills, and Abilities:

- Fluent technical knowledge of specific scientific area.
- Working ability to support the careful conduct of scientific research, following defined research methodologies.
- Working ability to effectively utilize and maintain a scientific laboratory environment according to protocol.
- Basic ability to conduct scientific research.
- Working knowledge of a high level programming language and facility within at least one computer environment and operating system.
- Excellent verbal and written communication skills.
- Demonstrated ability to work in a team and to establish and maintain effective professional working relationships, including with peers across disciplines.

Education

- Undergraduate university degree in an Scientific Discipline or a related technical field such as Chemistry, Physics, Mathematics, Computer Science or Engineering

Experience

- Some experience in scientific research, including within an educational experience.

*Duties and Responsibilities**

* See annual performance goals and objectives for complete list

A **Scientific Research Assistant** supports more senior scientists in proposing for and carrying out a high level program of scientific research. The Scientific Research Assistant will:

- Provide supporting scientific expertise for new and ongoing activities within CIS.
- Support more senior scientists, in carrying out a high level program of scientific research.
- Contribute to documenting the results of scientific research.
- Support proposal generation and other new business efforts.
- Help to document early results and new initiative concepts in internal reports, white papers, and proposals.
- Guide and mentor more junior scientists including students to promote skill growth.
- Participate as a member in appropriate professional society or organization, as appropriate.

Division Approval:

HR Approval:

Effective Date:
Revised Date(s):

Definitions:

A **basic** level of expertise can be accomplished through the successful completion of a course in a specific area or a curriculum in a general field. This level would be assigned to someone who understands the basic topics, principles or practices within an area but has not practiced these principles in a non-class environment.

A **working** level of expertise can be accomplished through the successful completion of a curriculum in an area. This level would be assigned to someone who understands complex topics, principles or practices within an area but has not practiced these principles in a non-class environment.

A **fluent** level of expertise would be assigned to someone who understands the complex topics, principles or practices of an area and has demonstrated their competency through the completion of a small number (e.g. 3-4) of medium-sized to large-sized projects in a research environment.

An **expert** level would be assigned to someone who has a thorough understanding of topics, principles or practices in an area and has demonstrated their competency through the completion of a number (e.g. 8-10) of medium-sized to large-sized projects in a research environment.

A **demonstrated** skill indicates that a person has successfully completed this skill but there is some risk that the same result will not occur for the next opportunity.

A **proven** skill indicates that a person has successfully completed this skill often or with sufficient quality that it is expected that the same successful result will occur for the next opportunity.

Center Approval:
HR Approval:
Effective Date:
Revised Date(s):