

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Post Doctoral Research Associate	SALARY GRADE:	HU-11
DATE REVISED:	December 01, 2014	EEO CODE:	02
JOB CODE:	7026	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to perform highly skilled research or analyses involving complex scientific methods or a complex series of steps. Responsible for overseeing or conducting critical parts of research projects. May also perform the day-to-day coordination of a research group, taking charge of the execution of parts of a research project. This position typically reports to a Principal Investigator (PI).

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others and assigning and reviewing their work. May also be responsible for acting in a lead or senior capacity over other positions performing essentially the same work or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE: To establish internal and external contact with institute's staff, researchers and junior researchers, and outside vendors for the purpose of gathering and exchanging information.

PRINCIPAL ACCOUNTABILITIES:

Assist is conducting literature reviews needed to successfully complete a major project.

Assist in formulating and developing guidelines for applying to educational practice the finding form the literature reviews.

Under the direction of the PI, serve as an advisor and work closely with the staff of the project in the conduct of classroom field research.

Conduct workshops that will benefit staff working with certain targeted populations and make public presentations regarding the research projects.

Perform administrative work in support of research objectives, develop and monitors project budget and authorize expenditures of project funds.

Design, fabricate, repair and/or operate research equipment for the development of research data as required.

Plan and coordinate computerized statistical analyses for advanced and comprehensive research projects, which include consulting with other researchers to derive an understanding of the hypothesis and

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experimental approach and deciding upon appropriate statistical analyses for various designs.

CORE COMPETENCIES:

- Ability to develop and write manuscripts and make presentations.
- Advanced knowledge of the principles and techniques of the subject discipline.
- Knowledge of modern research methods, data collection and analysis and skill in their application.
- Skill in leading, or coordinating the work of others.
- Competence in both oral and written English.
- Ability to establish and maintain effective and harmonious work relations with faculty, staff, students, university officials and the general public.

MINIMUM REQUIREMENTS: Ph.D. in scientific and/or research discipline related to the research project.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____