

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Post-Doctoral Fellow	SALARY GRADE:	HU-12
DATE CREATED:	June 25, 2014	EEO CODE:	03
JOB CODE:	1513	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 provide pedagogical, administrative, and research training and support for a Research Fellow in the School or College through including, but not limited to (a) academic career development, (b) development of health services to underserved populations (c) cultural competence.

**SUPERVISORY
ACCOUNTABILITY:**

Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE:

Internal contacts include assistant/associate deans, directors, department heads/chairs, faculty, staff and students at the College and school levels; and, deans, directors and executive level officers at University level. External contacts include governmental agencies such as Federal and the District of Columbia Agencies, health professionals, students, parents and the general public.

**PRINCIPAL
ACCOUNTABILITIES:**

Manages a health services research portfolio in the Center for Minority Health Services Research providing health care research services to faculty, students, and staff, and providing training for health professional students.

Participates in academic, didactic, and professional training provided through seminars, workshops and direct meetings with grant faculty.

Coordinates and assure development of pertinent reports and their timely delivery.

Conducts data collection, statistical analysis, and data interpretation responsibilities secondary to CMHSR grant portfolio.

Participates in grant writing, development of manuscripts and reports, and conduct of primary and secondary data analyses.

Performs other related duties and responsibilities as may be assigned from time to time by the Program Director, and/or Center Director especially those related to research training, mentoring, and interdisciplinary projects.

Performs other related duties as assigned.

CORE COMPETENCIES:

Demonstrated analytical and problem solving skills.

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Demonstrated computing experience and knowledge, including software packages such as word processing, database applications, and spreadsheet.

Competence in both oral and written English and ability to articulate concisely and in a professional manner.

Ability to maintain confidentiality of information.

Ability to work effectively in a team-oriented interdisciplinary healthcare environment.

**MINIMUM
REQUIREMENTS:**

Applicants should have received, by the activation date of the CMHSR postdoctoral fellowship, a Ph.D. (or similar doctoral degree such as MD, Pharm.D., Sc.D., DrPH, etc.) in one of the following disciplines: Epidemiology, Pharmacy Administration (Pharmacoepidemiology), Health Behavior, Health Services Research, Psychology, Public Health, Sociology, or similar area. Doctoral students in the dissertation phase of their training will also be considered.

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: _____ **DATE:** _____
Department Manager/Supervisor



CERTIFIED BY: _____ **DATE:** 06/25/2014
Department of Compensation