

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Scientist **SALARY GRADE:** HU-13
DATE REVISED: December 01, 2014 **EEO CODE:** 01
JOB CODE: 9095 **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 computational procedures involving considerable responsibility, complexity and variety, in the support of biomedical, biological, chemical, and bioinformatics research projects. This position typically reports to research center director or departmental chair.

SUPERVISORY ACCOUNTABILITY: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

NATURE AND SCOPE: Internal contacts include administrators, faculty, staff and students both within the department/center and University-wide. External contacts include government agencies, scientific collaborators, vendors, visitors, and the general public.

PRINCIPAL ACCOUNTABILITIES: Plan, develop, execute, and coordinate strategies in pursuit of protein and small molecule modeling, structure-based ligand design, molecular simulation, *ab initio* calculations, computational proteomics, bioinformatics research projects, and other type projects as may be needed. Implement approved center/department policies and procedures in the pursuit/support of research projects.

Perform specialized functions, including monitoring and tracking of center/department computational research resource usage, coordination and monitoring of scheduled user access to center/department computational research resources, provide advisement to faculty concerning project execution, monitor overall center/department computational research operation and recommends operational changes, as needed.

Prepare research manuscripts for publication, contribute to grant preparation, and contribute to preparation of annual reports.

Ensure that computational research goals and objectives specified for the center/department are accomplished in accordance within established priorities, time and funding limitations, or other specifications.

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Develop and schedule project-specific computational research support plans in accordance with overall center workload, project needs, and center resources. Oversee daily computational research operations.

Recommend additional equipment, software, and resources for the center/department. Make Presentations and conduct and facilitate workshops on center resources and capabilities.

Prepare ad hoc reports on status of projects for the director/chair.

Confer with and advise staff, students and faculty to provide technical advice, problem solving assistance, and center/department policy information answers to questions in pursuit of user research projects.

Work with evaluation professional(s) to advise and implement evaluation methodologies to assess center/department effectiveness.

Perform other related duties as assigned.

CORE COMPETENCIES: Skill in the operation of both unix and windows-based computers, related software applications (MS Word, Excel, PowerPoint, Access) and computational biology, chemistry, bioinformatics, and related software packages (CHARMM, Quanta, Sybyl, Amber, Insight, Discover, Dock, Autodock, Gaussian, VMD, NAMD, Tcoffee, CluxtalX, Fasta).

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and external entities.

Ability to plan, organize and coordinate work with others.

Ability to multi-task efficiently.

MINIMUM REQUIREMENTS: Bachelor's Degree and 5-7 years of related work experience. 12 years of related work experience may be substituted in lieu of educational qualifications.

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.

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SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____