

**HOWARD UNIVERSITY  
Position Description**

<b>POSITION TITLE:</b>	Sr. Research Associate	<b>SALARY GRADE:</b>	HU-11
<b>DATE REVISED:</b>	December 01, 2014	<b>EEO CODE:</b>	02
<b>JOB CODE:</b>	7010	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

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

**BASIC FUNCTION:**                    The purpose of this position is to conduct highly specialized independent research at an advanced and comprehensive level with latitude for creativity in both theoretical and experimental applications and/or supervises and directs a large research division, research facility, or several small research projects.

**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:**                    Conduct extensive literature reviews needed to successfully complete a major project.

Formulate guidelines for applying to educational practice the finding from the literature reviews.

Serve as an advisor and work closely with the staff of the project in the conduct of classroom field research.

Supervise a team of researchers and assist other researchers.

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

Participate actively in report writing and preparation of manuscripts for scholarly journals as well as those for more general audiences.

**CORE COMPETENCIES:**                    Ability to develop and write manuscripts and make presentations.

Ability to supervise reporting staff.

Competence in both oral and written English.

**HOWARD UNIVERSITY  
Position Description**

<b>POSITION TITLE:</b>	Sr. Research Associate	<b>SALARY GRADE:</b>	HU-11
<b>DATE REVISED:</b>	December 01, 2014	<b>EEO CODE:</b>	02
<b>JOB CODE:</b>	7010	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

**MINIMUM REQUIREMENTS:** Ability to establish and maintain effective and harmonious work relations with faculty, staff, students, university officials and the general public.

Ph.D. in scientific and/or research discipline related to the research project and one year experience in relevant advanced and comprehensive research.

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:** \_\_\_\_\_  
Department of Compensation and Performance Management