

Framework for Classification of Staff Officers of Research

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| Role Summary | Staff research positions which support the research portfolio under supervision of the PI. May conduct research, manage data, operate equipment, pull samples, manage grants or other functions as directed by the PI. | | | | | |
| Major Responsibilities | Handle administrative issues for the PI, ordering supplies and managing the budget; manage inventory of samples or data (i.e., tissue, core, MRIs, etc.); ensure that equipment or machinery is operating and maintained properly; supervise students; work with study participants, including recruitment and interviewing, and reimbursements; may be involved in tissue sampling, such as taking blood; coordinate meetings or events; assist with the preparation of materials for publications, funding, or compliance; manage scheduling under the PI's direction to ensure that deadlines are met; and coordinate and work with external or partner organizations. | | | | | |
| Position Title Grade | Staff Associate I | STAFF ASSOCIATE Staff Associate II | Staff Associate III | Senior Staff Associate I | SENIOR STAFF ASSOCIATE Senior Staff Associate II | Senior Staff Associate III |
| Functional Knowledge | Knowledge of the research subject and scientific methods of analysis | Knowledge of the research subject specifically within own function on the team | Knowledge of the research subject and understanding of how functions inter-relate and support the broader research; considered specialist within own function | Has level of expertise about the research subject across multiple functions; considered specialist for multiple functions | Has mastery of the subject matter | Expert level knowledge and skills in specific field related to research project; performs ongoing literature review to remain current with new procedures and related research |
| Problem Solving | Utilizes analytical skills to solve moderately complex problems based on guidelines, protocols, and procedures | Solves problems in moderately complex situations, analyzing possible solutions based on education and experience using judgment and precedent | Utilizes strong analytical skills to solve complex problems; exercises developed judgment based on the analysis of multiple sources of information | Solves a broad range of complex problems; takes a new perspective on existing solutions; exercises judgment based on the analysis of multiple sources of information and education and/or equivalent experience | | Develops innovative solution(s) to complex research problems; contributes original ideas of significance which may alter the course of the investigation |
| Decision Making/ Autonomy | Works within guidelines to carry out assigned duties in the design of apparatus, the adaptation of relevant technology to the needs of a project, the conduct of specific experiments, and the analysis of data | Carries out research projects with limited PI supervision both collaboratively and independently | Works under minimal supervision on complex assignments that require a high degree of initiative and independent judgment | Works independently to design, execute and interpret experiments working in a collaborative research environment | | Has authority to implement new techniques that have a major impact on implementation and/or outcomes of research projects |
| Leadership | No supervisory responsibilities | May supervise students in the lab | Acts as a resource for new team members; manages schedule with PI's direction to ensure deadlines are met | Provides leadership in determining, recommending, and implementing improvements to policies /processes; defines best practices. May manage schedule and resource allocation to ensure deadlines are met; may manage a lab or facility. Provides formal guidance to junior team members | Provides leadership and expertise in identifying and completing research grants; supports PI in management of financial resources, as needed; manages significant portions of the research project; may manage a lab or facility and the support team within | Manages and leads substantial portions of complex research projects and original scientific contributions |
| Technical Expertise | Ability to operate and maintain equipment, computers, software programs and research tools in support of the project | Operates and maintains equipment, computers, software programs and research tools in support of the project | Broad understanding of research techniques, software and instruments used in project | Comprehensive understanding of research techniques, tools, software and instruments used in project. May develop protocols, design instruments, develop applications or software in support of the project | | Designs research approaches for the entire project, including background research, experimental design and execution |
| Communication Skills | Shares information and confirmation of data | Summarizes and explains information to others. May contribute to publications | Ability to translate information to general terms and help others understand impact of the information; assists PI in preparation of publications, including funding proposals, manuscripts and other research-oriented documentation | Explains complex information; collaborates with others to build consensus. May present at conferences and seminars. Participates in development of funding proposals, manuscripts and other research-oriented documentation | | Initiates new research proposals; prepares funding and grant submissions |
| Minimum Qualifications To Be Considered For Position | Bachelor's degree in specific research field and 4 years experience preferred | Bachelor's degree in specific research field and 4 years recommended | Bachelor's degree in specific research field and 4-6 years experience | Bachelor's degree in specific research field and 6 -10 years experience; Master's degree, or equivalent combination of education and experience preferred | Bachelor's degree in specific research field and 10+ years experience; Master's degree, or equivalent combination of education and experience preferred | Bachelor's degree in specific research field and 15+ years experience; Master's degree, or equivalent combination of education and experience preferred |