

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: RESEARCH ASSOCIATE III**

**Reports To:** Designated Supervisor

**UW Job Code:** 3948

**UW Job Family:** 3E - Engineers/Research

**SOC Code:** 19-4099

**FLSA:** Exempt

**Pay Grade:** 20

**Date:** 4-1-95 (revised 7-1-02; 7-1-04)

### **JOB PURPOSE:**

Plan and design complex research project(s); manage operational, financial and personnel functions of designated project(s) under limited supervision.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare grant applications, contracts, and related budget recommendations.
- Design, manage, and participate in all phases of research projects including researching, editing, planning, and supervising staff.
- Serve as technical consultant and coordinator of a major research project(s) by developing research objectives, determining variety and depth of control/experimental tests and procedures, and integrating diverse phases of laboratory experiments to assure optimal utilization of personnel and equipment.
- Initiate quality control procedures; revise established tolerances as necessary or desirable.
- Conduct advanced stages of experimentation that require the application of methods and procedures for which precedents may not exist.

### **SUPPLEMENTAL FUNCTIONS:**

- Provide consultation or training to the public or University community; conduct workshops.
- Research literature to define additional research needs specific to methodologies and to prepare manuscripts.

### **COMPETENCIES:**

- Analysis/Problem Identification
- Attention to Detail

- Collaborate
- Formal Presentation Skills
- Independence
- Safety Awareness
- Strategic Planning

## **MINIMUM QUALIFICATIONS:**

Education: **Master's degree in a field related to area of research**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Some positions may require a valid driver's license.**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Physical, life, earth, statistical or applicable science theory and concepts.
- Research methodologies and procedures.
- Quality control methods, concepts and techniques.
- Independent research design and protocol development theory, methods, concepts and techniques.
- Literature searches and scientific collaboration.
- Data recording, data interpretation and analysis, and documentation preparation.
- Decision and problem resolution methods, concepts and techniques.
- Grant writing expertise.
- Communication and report writing theory, methods, concepts and techniques.
- Teaching and demonstration techniques and methods.
- Supervision and project management methods and techniques.
- Time management methods, concepts and techniques.
- Prioritization methods, concepts and techniques.
- Safe handling of hazardous materials including chemicals, radiation and biological agents.
- Applicable University, federal, and state laws, rules and regulations.

### **Skills and Abilities to:**

- Independently design and perform and/or supervise research projects following quality controls.
- Develop research protocols.
- Collaborate with researchers.
- Perform literature searches.
- Analyze and interpret research data.
- Write research reports, design and give research presentations.
- Convert technical language into presentable terminology for appropriate audience.
- Instruct others in the use of research instruments, equipment and methodologies.

- Assist in finding and writing grant-funding proposals.
- Hand/eye coordination and manual dexterity to safely and sufficiently operate laboratory equipment.
- Safely work with hazardous, biological and animal or other specimen hazards.
- Travel, when required.
- Work as a team member and foster a cooperative teamwork environment.
- Provide project direction.
- Manage time effectively.
- Supervise and train others.

**WORKING CONDITIONS:**

Laboratory environment; may have regular exposure to biological, radiation, chemical, and mechanical hazards, vapors, fumes, and temperature variations. Some positions may include regular exposure to hazards associated with research animals.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.