AUBURN
Human Resources

Research Fellow I
Job Description

JOB INFORMATION

Job Code	HA03A
Job Description Title	Research Fellow I
Pay Grade	RE07
Range Minimum	$46,010
33rd %	$55,220
Range Midpoint	$59,820
67th %	$64,420
Range Maximum	$73,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

Assists in others' and conducts original research to include planning, maintaining or completing research programs and/or projects involved in the discovery of new knowledge, techniques, and concepts which require advanced level scientific/research knowledge, skills and abilities following relevant policies, procedures, regulations and laws.

RESPONSIBILITIES

- Develops original project proposals, research designs, plans and protocols and assists in the development of complex project proposals, plans and protocols.
- Designs and/or conducts complex experiments, investigations and/or studies related to programs and projects in pursuit of new knowledge, techniques and concepts.
- Coordinates or assists with logistics of research to include equipment, materials, and labor needs.
- Collects data/samples related to own research as well as others' research and in complex cases. Records, compiles, processes and analyzes data/samples.
- Documents results and observations in writing as well as presenting results to others.
- May prepare research results for publication or presentation at conferences to include performing literature reviews and writing results and discussions.
- May serve as an instructor and/or supervisor to other researchers and students in area of expertise.
- May provide consulting to third party organizations related to research activities.
- May maintain projects and/or coordinate funding.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
PhD	Degree in content specific area of research	and	0 years of	Experience in research practices and protocols	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses highly advanced knowledge in the field of research and the design of experiments, and has broad expert knowledge of complex equipment, materials and processes related to research planning, funding and operations.	
Possesses high level of knowledge and skill related to design of research and the analysis, presentation and publication of research findings.	
Ability to supervise and instruct others in field of research.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Job related licensure may be required for specific positions.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.