JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Researcher I

Job Code: 10891

Salary Grade: 21

FLSA Status: Exempt

Job Family: Research

Job Subfamily: Research

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Serves as an independent researcher or a collaborator on a multi-scholar research initiative. Plans, designs, and conducts research within a designated field ¿ in laboratory, clinical, field, or community settings ¿ analyzing and interpreting data and preparing results for publication under the general direction of a senior or principal researcher. May have lead responsibility for discrete components of a larger project.

Job Responsibilities

1. Plans, designs, and conducts research studies independently within a designated field of study.
2. Performs laboratory, clinical, or field work as needed to make observations and collect data, and analyzes and interprets results.
3. Prepares analytical and evaluative reports and manuscripts, and presents research results for publication.
4. Searches and synthesizes published literature to inform research design and funding proposals.
5. Constructs tests, surveys, or research instruments for new and ongoing studies.
6. Operates and maintains technical research equipment and facilities and assists others in proper use.
7. Guides research assistants and technicians on research procedures and task assignments.
8. Assists in preparing funding proposals and procures supplies and equipment for research operations.

Minimum Requirements

Required Education & Experience:

- Doctoral or terminal degree in a relevant discipline; Experience: 0 years. A master's degree in a relevant discipline plus 2 years of relevant research experience may substitute for the doctoral degree.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Possesses solid working knowledge of professional principles, practices, standards, and applicable requirements.
- Communication & Collaboration: Builds productive internal/external relationships to resolve mutual problems via collaboration.
- Problem Solving: Diagnoses causes of problems and proposes potential solutions.
- Autonomy: Follows standard principles and guidelines with some latitude for personal decision making.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Work is performed across a mix of office, laboratory, and field or clinical settings depending on the research discipline and project.
- Involves use of a computer and keyboard for analysis and writing, and may involve handling of research equipment, samples, or materials.
- Fieldwork may involve travel to study sites and exposure to varied outdoor or community environments and weather.
- Laboratory or clinical work may involve exposure to hazardous materials and require personal protective equipment and adherence to safety protocols.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.
- This position has been designated as safety-sensitive.

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