JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Staff Scientist

Job Code: 6200

Salary Grade: S10

FLSA Status: Exempt

Job Family: 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.

Job Responsibilities

Non-tenured, specified term scientific position. Responsible for the management of a research laboratory. Conducts research, provides support to various research activities, and trains laboratory staff. Ensures all employees follow laboratory safety regulations and laboratory policies and procedures.

- Develops and implements laboratory operational policies and procedures.
- Develops and implements strategic goals for the lab and presents to Principal Investigator. Develops and oversees new projects to include but not limited to program analysis and possible sources of potential sponsored funding.
- Independently conducts research projects, constructs tests or assist with construction of tests, and collaborates with other researchers.
- Compiles data and prepares research manuscripts for publication in peer reviewed journals.
- Conducts literature searches in order to stay current with ongoing research in a specific field or project.
- Collects data and conducts analyses by interpreting, drawing conclusions and documenting the data.
- Presents research results to other researchers, committees, faculty, and at scientific meetings.
- Supervises laboratory personnel. Responsible for hiring, terminating, training, conducting performance evaluations, disciplining, delegating, and monitoring employee's work.
- May have teaching responsibilities.
- May apply for grants or contracts.
- Performs related duties as needed to successfully fulfill the functions of the position

Minimum Requirements

Education:

Required: Ph.D. or M.D.

Experience:

Required: 36 months Postdoctoral Research Fellow experience.

Required Certifications or Licenses:

None.

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

Knowledge, Skills, and Abilities

- Advanced knowledge of their scientific field.
- Ability to use logic and reasoning to identify alternative solutions or conclusions.
- Ability to compile and analyze data.
- Ability to establish and maintain working relationships with individuals, agencies, and other entities to encourage cooperative strategies or develop information and interpret findings.
- Excellent verbal and written skills in order to prepare technical and research papers, grant applications, and publish and communicate findings to peers and at conferences.
- Advanced working knowledge of computers to store, process and analyze data.
- Must be detail oriented.
- Ability to handle stressful situations and meet deadlines.

Working Conditions

Physical:

Standing for prolonged periods. Manual dexterity. Reaching, bending, stooping, and handling laboratory equipment.

Environmental:

Laboratory Environment. Exposure to chemicals, biohazardous materials, carcinogens, blood borne pathogens, and other biohazards.

Printed Date: 11/05/2026