



## Lead Researcher

**Job Code:** 6915

**Salary Grade:** S11

**FLSA Status:** Exempt

*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.*

### Duties and Responsibilities

Responsible for oversight of research activities and projects.

- Oversees research activities and provides operational supervision for laboratory activities.
- Supervises research staff, including hiring, training and performance evaluation.
- Plans and coordinates administrative activities of assigned areas, such as the formulation and preparation of the unit's budgets, grant proposals and project proposals.
- Initiates, plans and directs field studies.
- Supervises and directs the preparation, identification, and cataloging of information and specimens.
- Executes special projects, researches and analyzes data, writes reports and makes recommendations.
- Sets policies and oversees the archiving of all data.
- Searches and applies for sponsored research.
- Performs qualitative and quantitative analyses.
- Maintains an up-to-date literature file related to field of specialization.
- Prepares and submits research for presentations and publication.
- Teaches one or more classes or seminars.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

**Education:**

Required: Master's degree.

Equivalency/Substitution: Will accept 72 months related research experience in lieu of the Master's degree for a total of 108 months of related experience.

**Experience:**

Required: 36 months related research experience, including supervision.

**Certifications or Licenses:**

- None

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

### Knowledge, Skills, and Abilities

- Effective verbal and written communication skills
- Proficient in Microsoft Office
- Highly organized and able to handle multiple projects and deadlines
- Ability to supervise staff and communicate directions and expectations effectively
- Advanced scientific knowledge in field of study
- Ability to work independently and as a member of the team
- Project management experience
- Detail oriented and excellent organization skills

### Working Conditions

**Physical:**

Ability to engage in repetitive motions.

**Environmental:**

Ability to work in varied settings and locations as determined by research goals. May be required to travel. Ability to work effectively with a



JOB DESCRIPTION

*The* UNIVERSITY of OKLAHOMA

wide range of constituencies.

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