



Staff Research Assistant Supervisor

Job Code: 7260

Salary Grade: S09

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

Conducts ongoing research projects, and may serve as a functional lead to other research staff.

- Conducts research and laboratory analysis for research staff, to include but not limited to measure and weigh compounds and solutions, isolate, identify and prepare specimens, and collect samples and other research information.
- Participates in clinical research projects collecting data from patients and/or participants in a study.
- Collects various forms of data pertaining to the research project or projects, which could include database information and/or hard files. Conducts data analyses, interprets data, draws conclusions, and discusses with principal investigator.
- Keeps detailed logs of all research related projects or activities.
- Conducts literature searches.
- Prepares various reports containing descriptive, analytical, and evaluative content that may be submitted for publication.
- Constructs tests or assists in the construction of tests. Responsible for designing research studies.
- Collaborates with other researchers or colleagues.
- Participates in meetings and presents research findings to fellow researchers and Principal Investigator.
- Supervises a staff of research assistants and technicians. Responsible for hiring, training, conducting performance reviews, disciplining, delegating and overseeing work. Discusses disciplinary action with the supervisor and Human Resources.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's Degree in a Biological Science, Physical Science, Chemistry, or related field.

Equivalency/Substitution: Will accept 48 months research laboratory experience in lieu of the Bachelor's Degree for a total of 96 months research experience.

Experience:

Required: 48 months research laboratory experience as a research technician or assistant.

Certifications or Licenses:

None

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

Knowledge, Skills, and Abilities

- Working knowledge of how to safely handle or dispose of biohazardous materials or chemicals following Federal, State, and University regulations and guidelines.
- Detail oriented.
- Ability to analyze data and keep records.
- Ability to communicate verbally and in writing.
- Ability to supervise.

Working Conditions

Physical:

Standing for prolonged periods. Manual dexterity. Stoop, bend, reach, touch, and smell.

Environmental:

Laboratory Environment. Exposure to biohazardous materials, odors, chemicals, or carcinogens.



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

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