



Postdoctoral Research Associate Standard Job Description

Classification Title: Postdoctoral Research Associate

FLSA Exemption Status: Exempt

Pay Grade: Commensurate

Job Description Summary:

The Postdoctoral Research Associate, under general supervision, is responsible for conducting research into their field of expertise. The Postdoctoral Research Associate will utilize the skills and expertise granted to them by their education and experience to complete research projects in their field of expertise. Writes and may contribute to research papers, articles, and publications. Assists with the preparation and cleaning of worksite. May collaborate with other researchers and/or faculty.

Essential Duties and Tasks:

70%: Research

- Under general supervision, is responsible for conducting research into their field of expertise.
- Utilizes knowledge and skills granted to them by their education and expertise to complete research projects in their field of expertise.
- Assists with the preparation and cleaning of worksite.
- Analyzes research data and summarizes results.
- Writes and may contribute to research papers, articles, and publications.

5%: Mentoring

- May assist, mentor, and/or supervise student researchers and/or graduate students who are working on research related to the project.

5%: Presentations

- Prepares presentation materials on research topic that may be presented to small and/or large groups.
- Actively participates in the preparation of required technical progress reports to research sponsors.

20% Duty Title (for the department's use)

- Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

Required Education and Experience:

- Appropriate PhD in a related field.
- No required experience.

Required Licenses and Certifications:

- May vary depending on the area of research.

Required Knowledge, Skills, and Abilities:

- Excellent verbal and written skills.
- Presentation skills.
- Analytical skills.
- Attention to detail.

Machines and Equipment:

- Various research equipment

Physical Requirements:

- May vary depending on the area of research.

Other Requirements and Factors:

- May have to work on the weekend and/or after normal hours.
- May travel as required.

Is this role ORP Eligible? If so, it needs to meet the criteria on the Rules and Regulations of the Texas Higher Education Coordinating Board.

Yes

No

Does this classification have the ability to work from an alternative work location?

Yes

No