



Office of Human Resources

Broadband Job Description – Scientist/Researcher Series - 12/01/2006

Scientist/Researcher IV (3442)

Basic Purpose/Job Function: Overseeing and originating, planning, and conducting research in areas related to project needs in designated field of science.

Examples of Titles Replaced: Climatologist IV

Typical Functions May Include:

1. Overseeing research activities and providing operational supervision for laboratory activities
2. Planning and coordinating administrative activities of assigned areas, such as the formulation and preparation of the unit's budgets, grant proposals, and project proposals
3. Initiating, planning, and directing field studies
4. Supervising and directing the preparation, identification, and cataloging of information and specimens
5. Executing special projects, researching and analyzing data, writing reports, and making recommendations
6. Setting policies and overseeing the archiving of all data
7. Searching and applying for sponsored research
8. Performing qualitative and quantitative analyses
9. Maintaining an up-to-date literature file related to field of specialization
10. Preparing and submitting research for publication
11. Teaching one or more classes or seminars
12. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: May supervise students, clerical staff and/or other research staff.

Supervision Received: Receives limited supervision from designated supervisor.

Minimum Qualifications:

- **Education:** Masters Degree or above **Type:** Determined by department
- **Experience:** Determined by department **Type:** Determined by department

Skills: Effective oral and written communication; familiarity with computers and knowledge of computer software; ability to work independently; mathematical and analytical abilities and good organizational skills.

Special Requirements: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel. This position may also include the knowledge of one or more foreign languages or specialized terminology (e.g., scientific or technical).



Office of Human Resources

Broadband Job Description – Scientist/Researcher Series - 12/01/2006

Scientist/Researcher IV (3442)

- **Licenses:** Determined by the nature of the position and/or department.
- **Certifications:** Determined by the nature of the position and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.