

## **LOA SALARIED JOB DESCRIPTION**

### **Job Function**

Research Associate/Coordinator/Analyst

### **Job Profile**

J001500 - LOA Salaried Research

### **PURPOSE**

Participate in formulating research methods and conducts data analysis. Collects, tests organizes, and formulates independent opinions to solve problems, explore issues, and predict trends. Adapts scientific techniques to meet protocols. Devises specialized research procedures by applying advanced knowledge techniques and equipment. Serves as a resource for other research personnel. Recommends alternative approaches to improve the quality of results. Positions may specialize in different areas such as medicine, psychology, science, engineering among other fields.

### **ESSENTIAL FUNCTIONS/PRIMARY DUTIES**

- Perform scientific experiments on samples; perform skilled procedures, tests and analyses; perform data collection and analysis of systems.
- Analyzes data and writes research progress reports including summarizing test results of participating investigators.
- Reviews literature, charts, graphs for related research developments and techniques and compiles findings.
- Collaborate with other research personnel in the writing of research proposals and publications.
- Ensures the smooth and efficient day-to-day operation of research and data collection activities.
- Monitors the progress of research activities; develops and maintains records of research activities, and prepares periodic and ad hoc reports, as required by investigators, administrators, funding agencies, and/or regulatory bodies.
- Acts as the primary administrative point of contact for internal research staff for other research organizations, funding agencies and regulating bodies.
- Maintain and manage the sample inventory and track all use of samples to make certain high levels of quality and reproducibility.
- Operates and maintains laboratory and experimental equipment, performs repairs and makes arrangements for repairs to be performed; assists in the design and fabrication of research equipment.
- Manage and oversight of protocols and procedures.
- In a lab environment, may supervise/train others in equipment operation and research techniques.
- May oversee quality assurance of research performed by others.

### **MINIMUM QUALIFICATIONS**

Bachelor's in relevant academic discipline. 2 years of research experience preferred.

This job description is intended to indicate the essential functions and levels of work difficulty of the position and is not intended to describe in detail all of the position's specific duties and responsibilities nor exclude other duties of similar level or difficulty. Additionally, it is not intended to limit management's rights to assign, direct, and control the work of employees under their supervision.