RESEARCH ASSOCIATE (EHRA)

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also band-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Experimental/Research Design | * Formulate research methods and suggest options for improving quality, identify potential problems, recommend and implement solutions, and collaborate in the development of new techniques. * Develop Standard Operating Procedures (SOPs). |
| Funding, Grant Solicitation, and Development | * Visioning, grant writing, budget development, and contract negotiation with funders. * Research funding opportunities (e.g. going out to ask for funding or responding to funders). |
| Research | * Manage, gather, analyze, review, and report information for a specific research project or program. * Develop and/or implement protocols to maintain proper adherence and other regulatory requirements. Monitor Standard Operating Procedure (SOP) adherence and documentation to ensure data integrity and accuracy. |
| Lab Management | * Manage operation of the laboratory including design and use of the laboratory for experiment selection, implementation and analysis. |
| Data Management/Analysis | * Coordinate data collection and screening and verifies the data. Conduct analysis of data, interpret and implement research methodology based on outcome of analysis. * Manage the collection of data and the data-bases related to continually growing research projects. * Develop abstracts and manuscripts from collected study data. Collaborate with colleagues to gather data from projects for abstracts and manuscripts. Initiate abstract development and manuscripts from data. |
| Project Management | * Maintain collaboration with outside agencies for research related projects and programs. * Monitoring grants and contracts and research projects for studies (e.g. budget, regulatory compliance, etc.) * Ensure unit is meeting or exceeding milestones or timelines for deliverables as appropriate. * Conduct site visits and/or start-up site visits, following appropriate approvals and/or grant guidelines. Serve as a liaison at other research sites and to collaborators. * Work with the University to ensure appropriate research compliance. * Provide oversight of complex operations involving multiple project managers and a large number of study team members. Serve as the single point of contact for project entities external to UNC regarding operational issues. These entities include but are not limited to the project office, contracts office, field or clinical centers, reading centers, ancillary study investigators, and other institutions involved in the study. * Work with one or more project managers in resolving issues and will be responsible for communicating resolution to interested parties external to UNC. * Assist the Principal Investigator (PI) on all aspects of study direction, including preparing and monitoring proposals and budgets; preparing and attending steering committee meetings and other study-related meetings; coordinating activities of one or more project managers, each overseeing different aspects of study operations; and coordinating high-level communication among the external parties involved in the study. * Monitor adherence to project timelines as well as the quality of study deliverables. * Monitor study budgets and attend budget meetings. |
| Scientific Contribution/ Presentation of Results | * Co-author publications and may co-present results with Principal Investigator at meetings and/or conferences. * Communicate all outcomes of the research with PI, in presentations, as well as contribute to writing publications and grant. |
| Training | * Train users in equipment operation and laboratory techniques, explain and demonstrate technology and equipment capabilities, operations, limitations and outcomes. |
| Supervision | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests; etc. |
| Other Duties (5% max) | * Other duties as assigned by management to meet business needs |