

Job Description: Post-Graduate Fellow



WESTERN MICHIGAN UNIVERSITY

Pay Grade: R3B, R3C, R3D, R3E

General Summary

Contributes to research or scholarship on assigned projects.

Major Duties

- Implements research projects as specified in the project plan.
- Collects data in accordance with ethical and technical principles.
- Applies appropriate quantitative, statistical, and/or qualitative methods for analysis and interpretation of data.
- Drafts manuscripts for submission to professional and/or scientific journals or reports to the sponsoring agency.
- Contributes to applications for external funding as principal or co-principal investigator.
- Collaborates with researchers, scholars and other stakeholders as relevant to the project.
- May present at conferences/meetings in the relevant field.

Minimum Qualifications

Minimum qualifications based upon job documentation and industry best practices. Any current employees not meeting these qualifications will be grandfathered until they move to a different job.

Required Education:

- Doctoral or terminal degree in a relevant discipline, plus some relevant experience, or Master's (or equivalent) degree, plus at least 3 years' relevant experience. In rare instances, a Bachelor's (or equivalent) degree, plus at least 8 years' relevant experience.

Required Experience:

- Knowledge of the research or scholarship process, data collection, analytical and statistical methods.
- Clinical, laboratory, training or field skills appropriate to the grant or contract.
- Demonstrated ability to conduct research or scholarship independently or in a team.
- Strong interpersonal, written and verbal communication skills.
- Proficient office software skills, including word-processing, spreadsheets, and presentations.
- Demonstrated interest, skills, and experiences working with diverse groups.

Preferred Qualifications

- Preferred qualifications vary by position.

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Physical Requirements

Office or other indoor work with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.