

# Job Description:

## Principal Research Associate



**WESTERN MICHIGAN UNIVERSITY**

Pay Grade: R6B, R6C, R6D, R6E

### General Summary

Leads a research or scholarship program and directs the work of other research staff.

### Major Duties

- Designs, develops, implements and directs projects.
- Ensures data collection is in accordance with ethical and technical principles.
- Designs and develops research proposals and contract bids for submission to potential sponsors or clients, competes for research funds regionally, nationally and internationally.
- Authors manuscripts, journal articles and reports for publication, and may serve as a reviewer for professional and academic journals.
- Collaborates with researchers, scholars and other stakeholders as relevant to the project.
- Ensures project objectives, deliverables and required reports for the sponsor are met.
- Responsible for the financial management of the project.
- Ensures that research projects comply with scientific and ethical requirements.
- May present research findings at professional conferences and meetings.
- Hires and supervises staff and students working on projects.

### 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 equivalent terminal degree in a relevant discipline, plus at least 3 years' relevant experience. In rare instances, an individual with comparable professional experience but less than a doctoral degree will be considered, on an exception basis.

#### Required Experience:

- Excellent research and analytical skills, including a record of research or scholarship achievement.
- Demonstrated success in funding acquisition in a lead capacity.
- 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.

# Job Description: Principal Research Associate



**WESTERN MICHIGAN UNIVERSITY**

## 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.*