

Job Description: Research Associate



WESTERN MICHIGAN UNIVERSITY

Pay Grade: R4B, R4C, R4D, R4E

General Summary

Contributes to and conducts 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.
- Writes manuscripts for submission to professional and/or scientific journals or reports to the sponsoring agency.
- Collaborates with researchers, scholars and other stakeholders as relevant to the project.
- May contribute to applications for external funding as a co-principal investigator.
- May present at professional conferences and meetings in the relevant field.
- May have lead responsibility for discrete components of a larger project under the general direction of a senior or principal investigator.

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.

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Preferred Qualifications

- Preferred qualifications vary by position.

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.