

# Job Description: Senior Research Associate



**WESTERN MICHIGAN UNIVERSITY**

Pay Grade: R5B, R5C, R5D, R5E

## General Summary

Conducts original research or scholarship on assigned projects.

## Major Duties

- Designs, administers and implements research projects as specified in the project plan.
- Collects data in accordance with ethical and technical principles.
- Selects and 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.
- Identifies new or prospective sponsors and funding opportunities and drafts proposals for new/renewed research funding.
- Monitors daily operation of research programs/projects, including the reporting requirements, budgets and time tables specified in the project.
- Leads discrete components of a larger project under the general direction of a principal researcher.
- Ensures that research projects comply with scientific and ethical requirements.
- May contribute to applications for external funding as a co-principal investigator.
- May serve as a principal investigator on a funded research or scholarship project or as a co-investigator under the general direction of a principal investigator.
- May present at professional conferences and meetings in the relevant field.
- May hire and supervise staff and students working on grant-related projects.

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### 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 at least 2 years' relevant experience, or Master's (or equivalent) degree in a relevant discipline, plus at least 6 years' relevant experience. In rare instances, a Bachelor's (or equivalent) degree, plus at least 10 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 record of research achievement. Demonstrated success in funding acquisition.
- 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.

### 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.*