Sample Research Associate Position Description
See Policy ACAF 1.06

CLASSIFICATION INFORMATION

Classification Title	Research Associate
Class Code	UG83
Band	
Min Salary	
Mid Salary	
Max Salary	
Advertised Rate	
Advertised Minimum Salary	
USC Minimum Qualifications	Salary commensurate with qualifications.
Base Hours	2080
Census	2200
SOC Code	HR-Class Comp (and OIS as needed) will advise
EEO Code	C8
Job Group	29

POSITION INFORMATION

Internal Title	Research Associate
Position Number	
Employee's Building	
Campus	
Work County	Richland – any others?
Slot	
Type of Staff Position	Research Grant (RGP)
Part/Full Time	Full Time
Hours per Week	
(HISTORICAL) Hours per Week	
Weeks per Year	52
Basis	12 months
FLSA	Exempt
Initiator Access	
Position Specific SOC Code	

POSITION DESCRIPTION

Job Purpose	Under general supervision of the Principal Investigator (PI), this individual will contribute to research on… [*list funded project title and funding agency here*].
Required Education and Experience	The position requires a Master's degree in [*list eligible major/s*] or a closely related field.
Preferred Qualifications	N/A if recruiting from a global talent pool, since USDOL considers preferences = requirements.
Knowledge/Skills/Abilities	Expertise in [*list special areas of knowledge here*], which could

	have been gained during the normal course of a graduate degree program. Required to conduct business lawfully and ethically by consistently adhering to compliance policies, procedures, and regulations.
Supervisory Responsibilities	
Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.	Under general supervision of the Principal Investigator (PI), demonstrate independent judgement and discretion with respect to matters of significance. Will be expected to act on non-compliant activities and report when necessary.

JOB DUTIES *(All job duties must add up to 100%. & Job Duties requires at least 1 entry)*

Job Duty	Contribute to [*field?/laboratory?*] research on... (*List research objectives here*). Perform… (describe data collection, analysis, or related actions to be completed and tools/methods to be used).
Essential Function	Yes
Percentage of Time	%

Job Duty	Maintain accurate and detailed data records, prepare research progress reports, and share findings via meetings, conferences, and publications.
Essential Function	Yes
Percentage of Time	%

Job Duty	Coordinate efforts with students and other researchers.
Essential Function	Yes
Percentage of Time	%

Job Duty	Perform... [*describe any other specific duties here, such as contributing to program evaluation or grant proposals – avoid generic language like "other duties as assigned"*].
Essential Function	Yes
Percentage of Time	%