

Texas A&M System-Wide Classification Description

Classification Title Code/Title: 8630/Postdoctoral Research Associate

Exempt Status: Exempt

Pay Grade: Excluded from Pay Plan

Job Summary: Assists a project leader or other supervisor with the development and implementation of research projects, while gaining practical experience in a specified field of study. The postdoctoral appointment is typically 2-3 years or less, involves substantially full-time research or scholarship, is viewed as preparatory for a fulltime academic and/or research career and is not part of a clinical training program.

Essential Duties and Responsibilities

* Supports research projects through design, completion, and analysis of experiments; assists in writing grant proposals, progress reports, and manuscripts for publication.

* utilizes computers to generate graphics and statistical displays; may train technicians and graduate students in the planning and conduct of research and data analysis techniques.

* installs, maintains, and operates laboratory equipment; assists in ensuring availability of proper laboratory supplies and procures supplies as necessary.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – PhD in related area of specialization.

Experience – Some experience in area of specialization.

Knowledge, Skills, Abilities

Excellent verbal and written communication skills. Ability to effectively use personal computer to communicate, prepare proposals to include cost information on spread sheet as applicable, and provide reports of activities. Ability to effectively communicate with faculty, students and staff. Familiarity with appropriate laboratory, farm and/or technical equipment. Ability to multi task and work cooperatively with others.

Registration, Certification, or Licensure - None

Supervision Received: Frequent review of work from project leader or other supervisor.

Supervision Given: Supervise support personnel conducting research.

Other Requirements -