

Sample Research Assistant Professor Position Description
See Policy ACAF 1.06

CLASSIFICATION INFORMATION

Classification Title	Research Assistant Professor
Class Code	UG84
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 Assistant Professor
Position Number	
Employee's Building	
Campus	
Work County	Richland – any other worksites?
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 limited supervision of the Principal Investigator (PI), this individual will conduct research on... [list funded project title and funding agency here].
Required Education and Experience	The position requires a PhD degree in [list eligible major/s] or closely related field, plus a minimum of X year(s) of postdoctoral research experience in [list specific area/s] by the start date of employment.
Preferred Qualifications	N/A if recruiting from a global talent pool, since USDOL considers

	preferences = requirements.
Knowledge/Skills/Abilities	Expertise in... [<i>explain special knowledge area or skills, such as software or machinery or similar</i>]. Required to conduct business lawfully and ethically by consistently adhering to compliance policies, procedures, and regulations.
Supervisory Responsibilities	Note: If RAP will be the <u>supervisor of record</u> of one or more <u>non-student</u> researchers, such as a technician, Research Associate or Postdoc, explain that here.
Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.	Under limited supervision of Principal Investigator (PI), demonstrates independent judgement and discretion with respect to matters of significance. 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 [<i>field?/laboratory?</i>] research on... [<i>summarize research objectives here</i>]. Perform... [<i>describe data collection, analysis, or related actions to be completed and tools/methods to be used</i>].
Essential Function	Yes
Percentage of Time	%

Job Duty	Prepare research progress reports, maintain accurate and detailed records of laboratory experiments and share findings via meetings, conferences, and publications.
Essential Function	Yes
Percentage of Time	%

Job Duty	Contribute to the preparation and submission of research grant funding proposals.
Essential Function	Yes
Percentage of Time	%

Job Duty	Assist with supervision of students [<i>add note here if RAP will be supervisor of record of a non-student employee, such as a technician, research associate or postdoc</i>].
Essential Function	Yes
Percentage of Time	%

Job Duty	Perform... [<i>describe specifics of any other duties here – avoid general language like “other duties as assigned.”</i>].
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Essential Function	Yes
Percentage of Time	%