RESEARCH SPECIALIST SERIES
Unclassified Academic Staff

1. UW-System Unclassified Title Definition

Provides technical assistance in a research or scientific project. Implements the research techniques defined by others. Is often responsible for carrying out, under supervision, a component of a research project(s).

RESEARCH SPECIALIST -NO PREFIX (T16DN)

An individual at this level performs those duties and responsibilities expected of fully competent professional. Typically, such duties and responsibilities require knowledge and skills gained only through considerable experience. A fully competent professional works independently in applying the approaches, methods, and techniques of his or her profession and is active in developing or assisting in the development of new approaches to resolving problems.

2. Training

Knowledge of basic principles, concepts, and methodology allowing for fulfillment of job duties as obtained through the minimum qualifications specified above. Sufficient practical knowledge or experience to adequately follow established protocols.

3. Duties

- Ability to perform duties of Associate Research Specialist, in addition to the following duties:
- Prepares data in a concise and organized manner suitable for technical reports as instructed by upper level personnel.
- Trains student employees on standard operating procedures.
- Supervises student employees, reviews and approves timesheets, or may serve as a backup for timesheet approval.
- Reviews scientific written sources and abstracts for pertinent information.
- May assist in reviewing, developing, and/or drafting standard operating procedures.
- May assist in the quality control of experiments and analytical procedures.
- May assist in reviewing reports in collaboration with supervisor.
- May order supplies and/or equipment in collaboration with supervisor.
- May be involved in the process of hiring students.

1 UW System Unclassified Personnel Guidelines. UW System Unclassified Title Definitions Book, Function and Prefix Definitions by Title Group, UPG #1, Attachment 1, Revised 11/01/01. Web. 15 September 2016.
• May participate as a member of the University and/or surrounding communities in support of the advancement of the Lake Superior Research Institute and/or University of Wisconsin-Superior mission.

4. Direction by Supervisor

Assignments are received from supervisor or higher level scientist either orally or in written form. Keeps supervisor advised of progress and, as necessary, consults and receives directions during the course of the work. All deviations or problems are referred to the supervisor or higher grade scientist for assistance. Work is reviewed for general completeness and technical soundness.