RESEARCHER SERIES
Unclassified Academic Staff

1. UW-System Unclassified Title Definition

Provides technical expertise in a research or scientific project at a more comprehensive and independent level than a Research Specialist. Solves problems in research, development, and applications by applying discipline-related skills normally gained from the completion of an advanced degree. May assist in the development of grant applications and the preparation and presentation of reports of research results, and in informal instruction of research students.

ASSISTANT RESEARCHER (E05LN)

The assistant prefix is the entry level title for the Researcher series. Requires extensive knowledge in the specific project area. The Assistant Researcher participates in identifying problems, designing methodology, and conducting research. The Assistant Researcher generally works with research team, proposes methodologies to solve problems; conducts preliminary research design.

2. Minimum Qualifications

LSRI Research Specialist for a minimum of 3 years or Senior Research Specialist for a minimum of 2 years.
Or
Bachelor’s Degree plus 6 to 8 years of relevant experience.
Or
Master’s Degree plus 3 to 5 years of relevant experience.

3. 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 in the field of hiring.

4. Duties

- Responsible for conducting preliminary research design, including the selection of appropriate methods, instrumentation, and/or equipment.

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.
• Keeps abreast of all pertinent literature and methodology in the subject area of investigation.
• Performs data manipulation and statistical tests.
• Reviews, develops, and/or drafts standard operating procedures.
• Trains personnel in standard operating procedures and/or quality assurance/quality control procedures.
• Responsible for quality control of experiments and analytical procedures, including identifying and solving data quality issues.
• Involved in the process of hiring students and staff.
• May supervise lower level personnel in the conduct of projects.
• May evaluate the performance of lower level personnel and approve timesheets.
• Assists in drafting and reviewing reports.
• Assists in developing and tracking of project budgets.
• May assist in the development of grant proposals, contracts, and/or project-related scope of work.
• May attend or present at scientific meetings.
• May assist with drafting and/or quality assurance project plans and quality management plans.
• May conduct technical systems audits and provide support for project quality control.
• 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.

5. **Direction by Supervisor**

Oversight is general and assignments are received in the form of oral or written objectives and plans for the needed project. Assistant Researcher uses initiative as to experimental methods and techniques needed, and is responsible for accomplishing assignments within specified time limits. Completed work is reviewed by team leader or supervisor for general completeness and technical soundness.