

(SAMPLE JOB DESCRIPTION)
(Department may add additional information as appropriate)
Postdoctoral Research Associate

Purpose: To create a bridge between a doctoral program and full time employment as a faculty member or researcher and therefore serve to further prepare an individual who was recently awarded a doctorate to undertake the responsibilities of a career as a faculty member or researcher.

Reports To:

Dept:

Date:

Essential Duties and Responsibilities:

- Plan and conduct assigned and/or original research projects autonomously while working collaboratively with UM faculty, staff, postdocs and students.
- Maintain accurate records of research findings and the analysis of results.
- Prepare manuscripts for publication in collaboration with UM faculty, staff, postdocs, and students.
- Present research findings at professional meetings.
- Mentor graduate and undergraduate students as appropriate.
- Perform safety and environmental management for students and staff.
- Assist with formal teaching in areas of expertise
- Perform other reasonably related duties as assigned.

Knowledge and Skills Qualifications:

PhD in related technical, scientific or engineering discipline. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies. Ability to develop manuscripts and deliver presentations.

Supervisory Responsibilities: The incumbent will be responsible for assisting graduate and undergraduate students in area of expertise.

Work Schedule: Normal University of Maine business hours are Monday through Friday 8:00 am to 4:30 pm. Work outside of normal business hours will be necessary in order to complete the requirements of the position.

Work Environment: Work may be performed in a laboratory, classroom, office or remote field site. Workload priorities may need to be shifted and schedules changed in order to meet multiple deadlines.

Position Type: In accordance with Procedures for Appointing Postdoctoral Research Associates: Initial appointment may be up to one year with renewal contingent upon funding and performance. For up to one additional year if search was waived or for up to two additional years if a search was conducted. **OR MAY BE FIXED LENGTH APPOINTMENT.**

Schedule for Evaluation: According to UMPSA agreement.

Background checks, pre-employment screenings: The Safety Checklist must be filled out and sent to Safety and Environmental Management before the job description will be approved.