

LifeWorks
Undergraduate Research Job Classifications, Responsibilities, Skills
Dr. Kristen Diliberto-Macaluso, Director, OUR

Entry Level Job Classification

Title: Research or Professor Assistant

Basic research and/or technical skills.

Primary Responsibilities: Assist faculty mentor/expert with basic research skills such as locating background research, data coding and entry, editing manuscripts, or basic technical skills in creative area.

Skills:

Organized and detail oriented.

Time management, multitasking, and prioritization skills to meet deadlines.

Professionalism & ability to handle sensitive information.

Basic skills in Microsoft Office 365.

Skills in communicating orally and written.

Ability to work as part of a team.

Intermediate Job Classification

Title: Research or Professor Associate

Advanced research and/or technical skills.

Primary Responsibilities: Assists principal investigator(s) in planning and conducting research and creative projects. Participates in a variety of duties to assist principal investigator(s) including but not limited to literature reviews, data collection, data entry and management, and data analysis.

Students will be expected to earn certification by completing online ethical training for data collection that involves human participants or animals. Students will complete supervised training (where applicable) on any equipment, techniques, tools, and/or software to be used in research or creative projects.

Skills:

Organized and detail oriented.

Time management, multitasking, and prioritization skills to meet deadlines.

Professionalism & ability to handle sensitive information.

Skills in communicating orally and written.

Ability to work independently and on a team.

Problem-solving, critical thinking, and decision-making skills.

Adheres to ethical principles for scientific research.

Advanced knowledge of laboratory equipment, techniques, tools, and/or software.

Advanced Job Classification

Title: Research Specialist

Primary Responsibilities: Proficient skills in research or creative project area.
Prepares and submits IRB or IACUC protocol for approval.
Prepares and submits student grant application for research or creative project.
Assists in preparation of conference posters and/or manuscript.
Students will complete Learn Key training or online tutorial modules of any software programs necessary to conduct project.

Skills:

Organized and detail oriented.
Time management, multitasking, and prioritization skills to meet deadlines.
Professionalism & ability to handle sensitive information.
Ability to work independently and on a team.
Problem-solving, critical thinking, and decision-making skills.
Adheres to ethical principles for scientific research.
Proficient knowledge of laboratory equipment, techniques, tools, and/or software.

Pre-Professional Job Classification

Title: Lab Supervisor/Principal Investigator/Project Director

Primary Responsibilities: Plans, develops project, trains, and manages research team, and/or directs a research project or event. Requires very little faculty mentorship. Ensures all members of research team have received training and adhere to ethical principles for scientific research (where applicable).

Skills:

Organized and detail oriented.
Time management, multitasking, and prioritization skills to meet deadlines.
Professionalism & ability to handle sensitive information.
Ability to work independently and on a team.
Demonstrates problem-solving, critical thinking, and decision-making skills.
Writes/edits materials for publication and/or presentation.
Has advanced knowledge of laboratory equipment, procedures, test, tools, equipment and/or software.
Makes sure team adheres to ethical principles for scientific research (where applicable).