**Postdoctoral Research Associate Standard Job Description**

**Classification Title:** Postdoctoral Research Associate

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Minimum Pay:** [**See VPR Website**](https://vpr.tamu.edu/research-enterprise-business-services/research-titles-and-staffing/)

**Job Description Summary:**

The Postdoctoral Research Associate, under general supervision, is responsible for conducting research into their field of expertise. The Postdoctoral Research Associate will utilize the skills and expertise granted to them by their education and experience to complete research projects in their field of expertise. Writes and may contribute to research papers, articles, and publications. Assists with the preparation and cleaning of worksite. May collaborate with other researchers and/or faculty.

**Essential Duties and Tasks:**

**70%: Research**

* Under general supervision, is responsible for conducting research into their field of expertise.
* Utilizes knowledge and skills granted to them by their education and expertise to complete research projects in their field of expertise.
* Assists with the preparation and cleaning of worksite.
* Analyzes research data and summarizes results.
* Writes and may contribute to research papers, articles, and publications.

**5%: Mentoring**

* May assist, mentor, and/or supervise student researchers and/or graduate students who are working on research related to the project.

**5%:** **Presentations**

* Prepares presentation materials on research topic that may be presented to small and/or large groups.
* Actively participates in the preparation of required technical progress reports to research sponsors.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Appropriate PhD in a related field.

**Required Experience:**

* No required experience.

**Required Licenses and Certifications:**

* May vary with research area.

**Required Knowledge, Skills, and Abilities:**

* Excellent verbal and written skills.
* Presentation skills.
* Analytical skills.
* Attention to detail.

**Additional Information**

**Machines and Equipment:**

* Various research equipment
* Computer
* Telephone

**Physical Requirements:**

* May vary with research area.

**Other Requirements and Factors:**

* May have to work on the weekend and/or after normal hours.
* May travel as required.
* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**