**Research Specialist IV Standard Job Description**

**Classification Title:** Research Specialist IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

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

**Job Description Summary:**

The Research Specialist IV, under general direction, plans and directs certain phases of research projects. Provides research expertise and audits protocols. Conducts various tests or experiments requiring creativity, foresight, and judgement.

**Essential Duties and Tasks:**

**50% Data Analysis and Testing:**

* Plans and directs phases of research projects.
* Compiles, analyzes, interprets, and reviews complex data and metadata.
* May collect samples and measurements for experiments.
* Provides research expertise.
* Implements, audits, and maintains data collection and summarization of field trials.
* Computes projections.
* Conducts various tests or experiments requiring creativity, foresight, and judgement.
* Makes and records observations and scientific measurements.
* Audits protocols.

**15% Research Publications:**

* Utilizes summarized results in scientific and/or clientele-oriented publications.
* Prepares and writes proposals to funding agencies and maintains financial accounts related to research projects.

**15% Training:**

* Trains undergraduate and/or graduate students and other laboratory, technical or field staff involved in research.
* Develops and maintains training materials for external users.

**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:**

* Bachelor’s degree in relevant field or equivalent combination of education and experience.

**Required Experience:**

* Ten years of related experience in a specialized and relevant field of research.

**Required Licenses and Certifications:**

* May vary with research area.

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

* Familiarity with appropriate laboratory and/or technical equipment.
* Ability to effectively utilize a computer and applicable software.
* Attention to detail.

**Additional Information**

**Machines and Equipment:**

* Various research equipment.

**Physical Requirements:**

* May vary with research area.

**Other Requirements and Factors:**

* May have to work on the weekends 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/)**.**

[ ]  **Yes**

[x]  **No**

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

[x]  **Yes**

[ ]  **No**