

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: RESEARCH AND FACILITATION Level A, Pay Grade 5

LEVEL DEFINITION	This level covers positions responsible for performing specific elements of professional research work; or specific tasks related to obtaining research funding.
TYPICAL RESPONSIBILITIES	May include: performing specific elements of assignments involving research design, modification and development; participating in data development, project planning and execution; attending meetings to define strategy, goals, and scope of a research project; providing input into recruiting participants, conducting surveys, and extracting data; analyzing results and conducting preliminary analyses; preparing, composing, editing and proofing documents such as grant applications, contracts, academic proposals, and scientific communications; coordinating the acquisition of information from multiple sources and individuals; and investigating potential funding sources.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Exercises judgement in work methods for assignments. Responsible for the completion of the task.
SUPERVISION RECEIVED	Works under general direction within established policies, procedures and standards. Work reviewed against task objectives and conformity to standards.
SUPERVISION EXERCISED	May assign and check work of technicians, support staff or students.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of two years of related experience, or an equivalent combination of education and experience.