

## Junior Specialist Position Description Guidance

### Criteria (see APM 330)

**Education Background:** Junior Specialists should possess a baccalaureate degree (or equivalent degree) or equivalent research experience, e.g., with instrumentation and research equipment, software programs, social science research methods, humanities scholarship, or creative activities. However, an appointee to the Junior Specialist title may already have obtained a Master's degree or other advanced degree.

**Reporting:** Will work under the supervision of an academic.

**Research:** All ranks of the specialist series are required to be actively/significantly involved in publishable research activities as documented through publications or other methods. Specialists must be continuously and effectively engaged in research activity of scholarly quality and significance in the defined area of expertise and specialization. All specialists are judged on performance in research. Evidence may include one or more of the following:

- (1) Letters from collaborators or principal investigators documenting that work performed contributed to published research.
- (2) Recognized expertise, including formal documentation of intellectual effort, presentation of research at regional/national meetings, creative contributions to intellectual property (e.g., patents), eligibility to serve as principal investigator, and/or invitations to participate in research projects.
- (3) Documentation of effective planning and execution of research projects.
- (4) Publications on which the Specialist is an author or that credit the Specialist in the acknowledgement section of the work.
- (5) Active dissemination of information through training, presentations, or other means stemming from the research.

**Professional Competence:** Provide evidence of professional competence and activity, which is optional for Junior Specialists.

Evidence of these activities at this rank typically include:

- (1) Participation in appropriate professional/technical societies or groups and other educational and research organizations.
- (2) Review of journal manuscripts and other publications related to his/her area of expertise.
- (3) Additional education and credentials as related to the specialized area of research.

**University and Public Service:** Include a description of the type of service that will be expected of the candidate if the fund source allows. At the Junior rank, University and/or public service may be minimal. Examples at this rank typically include committee service in the areas of safety, animal care, facilities, Picnic Day planning, etc. or mentorship of undergraduate students.

### Writing the position description

Junior Specialist position descriptions must accurately reflect the academic duties that are being assigned to these positions. Please note that a Junior Specialist can still do the technical/routine lab activities required to accomplish the research project. Please consider the following questions when developing the position description. Please note: the Junior Specialist in your unit may not perform all of these duties. These questions are intended to help guide your conversation about what academic duties will be assigned to the Junior Specialist.

#### **Research:**

- In what specific ways are the incumbents in these positions required to be actively and significantly involved in publishable research activities? What are their roles and duties?
  - How will they assist their PI in the study design, collecting and interpreting data, and revising plans for future experiments/modeling/studies?
  - How is the role of the Junior Specialist involved in creativity? Contributions to creative activities is what distinguishes them from someone who is just running tests?
  - In what ways will they contribute to scholarly manuscripts?
  - How will they be creatively involved in assisting with the writing and review of the manuscript?
  - What scientific or scholarly literature reviews will they be performing?
  - Will they be presenting research results? If yes, how and where?

#### **Professional Competence**

- What scientific or scholarly conferences will they be attending and in what capacity?
- What participation will the incumbent have in appropriate professional/technical societies or groups?

#### **University and Public Service**

- What university or public service will they provide?

Please note that it is not appropriate (and could create significant liability to the University) to include duties in the positions descriptions that will not actually be assigned to the incumbent. If you have questions or are struggling with writing the position description, please contact your dean's office who can consult with Academic Affairs.