



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	Senior Research Scientist
Department:	Center for Cancer Research and Therapeutic Development
Reports To:	Dr. Cimona V. Hinton

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Senior Research Scientist will provide scientific and technical expertise, and administrative management of the operations of the CCRTD Core Research Facility. This role will serve as the technical and methodological support for faculty, researchers, and students of the CCRTD. This role will oversee the development of protocols, and applications, develop and maintain standard operational policies and procedures, develop and offer training and enrichments, assure compliance with safety regulations and university policies, evaluate and recommend new equipment, software, and other relevant research tools, and contribute to the performance of experiments, simulations, or theoretical investigations as needed by researchers. The Senior Research Scientist will contribute to the development of the core facility strategic plan, and align policies and practices to the plan. Finally, this role will report to the Director of Core Facilities, work with a core facility research administrator and a facilities/equipment manager, and may manage staff. The Senior Research Scientist shall demonstrate a customer service-oriented character with excellent verbal and written communication skills and attention to detail. The candidate shall be able to juggle multiple responsibilities while still meeting deadlines.

Examples of Duties and Responsibilities:

1. Maintains an operational lab environment in order to conduct sponsored research projects by supervising research scientists, research technicians, research faculty, staff research scientists and students, and provides training to the cohort on procedures and protocols relating to complex scientific operations, analyses, and equipment. Collaborates in conducting research by working with students, staff, faculty, and/or other affiliates.
2. Supervises research projects (completely or portions) by determining and assigning tasks, timelines, and milestones for the completion of sponsored research projects.
3. Develops and updates guidelines and protocols for lab operations and procedures and disseminate that information to cohorts of research staff, faculty, and students that work in the labs.
4. Serves as a designated leader within the CCRTD core infrastructure by managing cores, implementing the overall mission & scope, assuring quality and control, and ensuring general operational efficiency.
5. Maintains accurate records of experiments and analyses performed, conducts relevant literature searches, and maintains up-to-date knowledge of all current methods of experimentation.
6. Understands the principle operation of specialized equipment and trains how to operate the equipment.
7. Contributes to the preparation and presentation of findings at meetings, conferences, etc.
8. Contributes to a work environment that encourages respect for those of differing cultures or backgrounds.

9. Remains competent and current through self-directed professional reading, professional networking, professional development training, and others as required by the supervisor.
10. Remains current on emerging techniques, software programs, and instrumentation in the field of expertise. Assists the department of facilities management in specifying, implementing, and supervising facility modifications or upgrades.
11. Develop and manage operational systems such as billing programs, cost analysis equipment or facility reservation programs, data servers, and data backup and archiving systems.
12. Works with the core facility research administrator to manage the facility's operational and fiscal activities.
13. Prepares and manages budget expenditures with the core facility research administrator.
14. Set policies on equipment training for personnel, instrument usage, and sample preparation/controls.
15. Prepares "state-of-the-facility" reports/presentations for the university, college, or external research funding agencies.
16. Develops and manages print and web-based external/internal relations and communications.
17. May write research proposals/grants to secure funding to increase the core facility's research value by obtaining new instrumentation and techniques. May contribute to research articles for scientific journals.
18. May hire, manage, and evaluate staff.
19. Assures all users are compliant with safety regulations and university policies.
22. Contributes to the overall success of the project by performing other duties as assigned.

Knowledge, Skills, and Abilities:

Effective organizational, interpersonal, and communication skills are required. Must have the ability to work collaboratively with faculty, staff, students, and external collaborators. Proficiency with Microsoft Office Suite, videoconferencing, statistical software, image generation, graphics, and other advanced skills in generating biomedical research data are required. A record of inclusive conduct and evidence of multicultural skills in the workplace is required. Occasional lifting and carrying of materials and equipment weighing up to fifty pounds. Normal color vision is preferred in order to conduct experiments.

Minimum Hiring Standards:

Education	Ph.D. degree in a division of biomedical sciences or a related discipline is required. An equivalent combination of years of experience, and education, may be considered for substitution of educational requirements.
Years of Experience	Five (5) years of research experience is required including a basic knowledge of lab techniques and other related protocols that pertain to biomedical research. Experience with grants and contract development, and execution, is desired. Experience in writing and communicating scientific research is required. Experience in ethical independent thinking and judgment in the absence of established protocols or procedures is required.
Years of Experience	A minimum of five (5) years of management/supervisory experience is required.