



Academic Support Job Family: **Research Support Specialist Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. **A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.**

GENERIC JOB PROFILE SUMMARIES

Research Support Specialist I INDIVIDUAL CONTRIBUTOR	Research Support Specialist II INDIVIDUAL CONTRIBUTOR	Research Support Specialist III INDIVIDUAL CONTRIBUTOR	Research Support Specialist IV MANAGEMENT
	Occasionally performs duties as described in Research Supp Spec I.	Occasionally performs duties as described in Research Supp Spec II.	Occasionally performs duties as described in Research Supp Spec III.
Assist in preparing research reports and papers; review research literature; conduct library/internet searches; select and recommend research data/information in accordance with research assignment.	Assist in preparing research reports and papers for publication; contribute to publishable research reports, papers and articles.	Prepare research reports and papers for publication; synthesize and interpret results for contribution to publishable research reports, papers and articles; assist principal investigator in the overall planning and preparation of research papers, articles and reports for publication.	Create research papers, reports and articles for publication; co-author publications; may co-present with principle investigator at meetings and conferences; oversee research and preparation.
Assist with preliminary grant proposals and monitor grant budgets.	Provide technical support in writing specific areas of grant proposal and prepare grant budgets.	Provide complex technical support in writing specific areas of grant proposal and manage grant budgets.	Assist the principle investigator in acquiring research funding; write and lead grant proposals design and develop grant budgets.
Assist principal investigator in planning, designing, implementing, conducting, and analyzing experiments and/or research projects according to plan.	Design, execute and plan activities or experiments in a laboratory/ work unit combining several experimental programs and/or research projects according to plan.	Plan, supervise, design and conduct a series of experiments utilizing equipment and materials of the unit and/or one or more large complex research experiments; review progress and evaluate results.	Direct and supervise Unit operations of several experiments concurrently and/or evaluation of one or more large complex research programs.
Conduct or supervise research experiments and provide preliminary analysis.	Participate in formulation of research methods, suggesting options for improving quality and recommending solutions.	Provide consultation on development of research projects, providing identification of potential problems.	Evaluate and determine development of research projects, provide and implement solutions to potential problems.

Research Support Specialist I INDIVIDUAL CONTRIBUTOR	Research Support Specialist II INDIVIDUAL CONTRIBUTOR	Research Support Specialist III INDIVIDUAL CONTRIBUTOR	Research Support Specialist IV MANAGEMENT
Plan and assign work of staff working in laboratory or work unit.	Supervise work of staff working in laboratory or work unit.	Manage work for technological support staff and users of equipment and materials.	Direct work of technological support staff and staff working in the laboratory or work unit, using equipment and materials.
Construct, maintain, clean and make minor repairs to specialized equipment or facilities.	Design, construct, diagnose, troubleshoot, and repair complex equipment.	Design or supervise the design and construction of specialized equipment or portions of equipment.	Direct and schedule design, construction, adaptation of materials and equipment, and/ or maintenance and repair of teaching and research equipment and materials.
Coordinate the collection, preparation, verification, and analysis of moderately complex data; may research, tabulate, graph and map moderately complex data.	Supervise the collection and analysis of complex data; may research, tabulate, graph and map complex data.	Manage the collection and analysis of highly complex data; determine appropriate statistical analysis; research, tabulate graph and map highly complex data.	Design the collection and synthesize analytical findings into summary reports and ongoing operations; perform and/or review sophisticated, highly complex statistical analyses and research for tabulation, graphing and mapping of data.
Write computer programs and/or plan the interface among two or more computerized systems involved in the research experiment.	Participate in computer database design, utilization and research/data analysis, and suggest future improvements in data measurement.	Design and utilize computer database system; perform research/data analysis, make improvements in data measurement.	Direct and approve computer database system and research/data analysis.
Oversee purchasing and procure non-routine equipment and materials; ensure materials and equipment inventories are adequate.	Provide specifications for inventory and equipment needs; research and recommend new laboratory or program materials and vendors.	Evaluate and assess recommendations for laboratory modifications and vendors; advise on equipment design and authorize materials and equipment procurement.	Manage budget; research, assess and purchase high-end equipment; determine and implement laboratory needs for strategic planning.
Set up experiment equipment and materials; provide advice and instruction in the routine use of equipment and laboratory techniques.	Demonstrate and train staff/students on the use of moderately complex equipment and laboratory techniques; explain and demonstrate technology and equipment capabilities, operations limitations and outcomes.	Design and develop training for use of laboratory techniques; train users in complex equipment operation; recommend, develop and implement new technology.	Oversee, implement and ensure training standards and procedures techniques and methodologies are met.
Ensure maintenance of quality control of manufactured materials used in successive and comparative experiments.	Develop quality control measurements of manufacturer materials used in successive and comparative experiments.	Manage and approve the quality control measurements used in successive and comparative experiments.	Direct the quality control of manufactured materials used in successive and comparative experiments.

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Maintain living materials (micro-organisms, plants, cultures or animals) during experimental procedures as source colonies.	Maintain and/or supervise a sophisticated maintenance program involving critical equipment, plants, animals, microorganisms, or other materials involved in the experiment or laboratory.	Plan and supervise maintenance of living materials during experiments or as source colonies.	Establish and ensure protocols for living materials are followed.
Schedule routine use of equipment, materials, laboratory/work unit, and other implements.	Supervise and schedule routine use of equipment, materials, laboratory/ work unit, and other implements.	Supervise and schedule non-routine use of equipment, materials, laboratory/ work unit and other implements.	Direct the scheduling and use of equipment and materials in conducting experiments.
Maintain maintenance and inventory records of equipment and material use.	Maintain correspondence and records of research procedures and inclusion of subjects; assist in preparation of IACUC, IBC and/or IRB protocols.	Manage record keeping process and inventories; develop reports on technical operations and review research procedures and inclusion of subjects for preparation of IACUC, IBC and/or IRB protocols.	Direct and implement research protocols; establish maintenance of records and report on laboratory or work unit operation.
Utilize experience or training in moderately difficult interpretations or judgments of experimental results or data collections.	Utilize experience or training in difficult interpretations or judgments of experimental results or data collections.	Utilize experience or training in highly complex evaluative judgments of data or records.	Utilized experience or training in reviewing and approving the evaluative judgments of data or records.
Develops suggestions for interview procedures and conducts interviews; compile and analyze qualitative data.	Determines interview procedures and conducts interviews; analyze and interpret qualitative data.	Oversees interviews and following of procedures; analyze, interpret and report qualitative data.	Develop protocols, criteria and interview procedures; lead and design detailed qualitative analysis to meet project requirements
Implement appropriate laboratory safety and waste disposal protocols for compliance	Implement appropriate laboratory safety and waste disposal protocols for compliance	Ensure and recommend appropriate laboratory safety and waste disposal protocols for compliance	Develop and ensure appropriate laboratory safety practices and waste disposal for compliance
	Consult with users and other researchers to refine and/or adapt methodologies to fit specific research requirements, collaborate in development of new techniques and develop instrument.	Consult with users and other researchers to refine and/or adapt methodologies to fit non-specific research requirements, collaborate in developing new techniques and develop instruments.	Consult with users and other researchers to refine or adapt methodologies to fit all research requirements; develop new techniques and instruments.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10821 RESEARCH SUPPORT SPECIALIST I, BAND E	10822 RESEARCH SUPPORT SPECIALIST II, BAND F	10823 RESEARCH SUPPORT SPECIALIST III, BAND G	10824 RESEARCH SUPPORT SPECIALIST IV, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree or equivalent; 2 years to 4 years of relevant experience	Bachelor's degree or equivalent; 3 years to 5 years of relevant experience	Master's degree or equivalent; 3 years to 5 years of relevant experience	Master's degree or equivalent; 5 years to 7 years of relevant experience
IMPACT	Limited impact	Limited impact	Moderate impact	Substantial impact
CONTACTS - INSIDE	Limited contact	Assists others Cooperation of task completion	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities
CONTACTS - OUTSIDE	Frequent contact to provide information and instruction	Providing information that exists within pre-established documents and/ or programs	Provide or receive guidance, advice or information that must be analyzed and developed by the position	Provide or receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Provide on-the-job training, guidance, advice and counsel to other employees in the group and others in a similar position	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction

FACTOR PROFILE	10821 RESEARCH SUPPORT SPECIALIST I, BAND E	10822 RESEARCH SUPPORT SPECIALIST II, BAND F	10823 RESEARCH SUPPORT SPECIALIST III, BAND G	10824 RESEARCH SUPPORT SPECIALIST IV, BAND H
SUPERVISION	Frequently adapt, combine or make improvements to services, products, processes or programs	Day-to-day supervision to employees within the dept	Day-to-day supervision to employees within the dept	Day-to-day supervision to employees within the dept
COMPLEXITY	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs Work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs Work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs Work requires sophisticated reasoning skills
LEVEL OF DECISION MAKING	Make decisions within prescribed limits and/or providing input to others for decision-making	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students
FREEDOM OF ACTION	Directly affect a functional area Minimal effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees	Directly affect an entire dept Moderate effect on students and employees	Directly affect an entire dept Moderate effect on students and employees
EFFECT OF DECISION MAKING	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice
WORKING CONDITIONS	Difficult working conditions at times. Exposure to conditions that require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times	Difficult working conditions at times. Exposure to conditions that require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times	Difficult working conditions at times. Exposure to conditions that require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times	Difficult working conditions at times. Exposure to conditions that require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times