

# Example Position Description

## I. Describe the General Purpose, Scope and Responsibilities of this position

Experimental laboratory research work in the field of \_\_\_\_\_

Participate in analyzing and disseminating data results as part of participation in group meetings, prepare manuscripts, periodic reports, scientific papers/presentations and grant proposals. Provide advice and assistance to other laboratory team members, act as a mentor to students.

## II. Job Description

*Please list in order of importance, and in detail, the duties assigned to this position and estimate the percent of time given to each duty over a period of time. Percentages MUST ADD UP TO 100%. Essential duties are why the job was created. They are the basic chores or tasks that must be performed by any incumbent, with or without reasonable accommodation.*

Essential	Job duties performed	% of time
Yes	Experimental laboratory research work in the field of _____	40%
Yes	Participate in analyzing and disseminating data results as part of participation in group meetings, prepare manuscripts, periodic reports, scientific papers/presentations and grant proposals	20%
Yes	Make presentations of results at group meetings and other appropriate venues	10%
Yes	Attend scientific meetings and seminars for research enhancement	10%
Yes	Keep up to date on scientific research via reading of literature, etc.	9%
Yes	Provide advice and assistance to other laboratory team members, act as a mentor to students	5%
Yes	Maintain laboratory instrumentation and follow applicable safety standards	5%
Yes	Related duties as assigned	1%
	<b>Total</b>	<b>100%</b>

\_\_\_\_\_  
Printed Name of Supervisor

\_\_\_\_\_  
Printed Name of Researcher

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Researcher

\_\_\_\_\_  
Date