

## RUSH UNIVERSITY MEDICAL CENTER

### JOB DESCRIPTION

<b>TITLE:</b>	Post-Doctoral Research Fellow	<b>DEPARTMENT:</b>	College of Nursing
		<b>ACCOUNTING UNIT:</b>	1034-626-10
<b>REPORTS TO:</b>	Dean of the College of Nursing	<b>JOB/POSITION:</b>	1236/1086
		<b>JOB GRADE:</b>	28
		<b>FLSA STATUS:</b>	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salaried

#### **General Summary:**

Under limited supervision the Research Fellow will perform research at a moderate level of proficiency in the areas of interest of the principal investigator(s). The post-doctoral fellow designs, performs and analyzes experiments. They will also review, analyze and report relevant literature in the development of manuscripts and grant applications relevant to the experimental work. They will teach relevant courses to students. *Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.*

#### **Principal Duties and Responsibilities:**

1. Conducts research in the areas of interest to the Principal Investigator(s)
2. Develops and prepares manuscripts and grant applications.
3. Training of interns and graduate students on research projects
4. Maintains detailed protocol repository of study materials
5. Organizes and maintains a record of the scientific group meetings
6. May be required to assist the principal investigator(s) in research-related activities
7. Participates in departmental activities including journal clubs, workshops and seminars
8. Teach assigned nursing/college courses as required.

#### **Knowledge, Skills and Abilities:**

##### Knowledge:

- Doctor of Philosophy degree required
- Master of Science in Nursing strongly desired
- One to three years of research experience preferred
- Experience in grant writing and manuscript writing preferred

##### Skills:

- Strong working knowledge of Nursing research
- Good time-management skills and be self-driven and assertive in order to successfully perform research and duties associated with this position
- Excellent communication skills and be able to work in a cooperative, interactive group setting
- Good computer skills including work processing, data management and digital imagery

#### **Disclaimer:**

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**Date Reviewed:** date 9/26/2016

**Date Revised:** date 9/26/2016