UNIVERSITY OF SOUTHERN CALIFORNIA

Specialized Research Advisor

Job Code: 185029

Grade: 00
OT Eligible: No
Comp Approval: 12/11/2014

JOB SUMMARY:

Serves as a specialized research advisor to principal investigators for a school or department and with other researchers university-wide regarding highly technical and complex research projects. Collaborates with principal investigators and other researchers to plan, design and conduct highly technical and complex research projects. Provides consultative services, advisement and recommendations to principal investigators and other researchers regarding analyses, evaluation and interpretation of data; new techniques, standards, equipment and concepts to consider utilizing; acquisition or enhancement of specialized sophisticated equipment and/or facility/laboratory/center setup or design, etc. Contributes to the development of research documentation for publication. May oversee daily operation of a facility/laboratory/center, as assigned. Provides guidance and direction to staff and/or student workers associated with a research project(s) or facility/laboratory/center technical services on a regular or project basis.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Provides consultative services and advisement to principal investigators for a school or department and other researchers university-wide regarding highly technical and complex research projects. Collaborates with principal investigators and other researchers to plan, design and conduct highly technical and complex research projects. Participates in determining long range goals and objectives for research projects.

Performs analyses, evaluation and interpretation of research data requiring significant knowledge of a specialized research field in order to advise investigators on alternative or new advanced techniques, approaches, standards and/or concepts to consider or how to present findings and/or results in publications.

Advises on how to resolve unusually complex research problems encountered in specialized field and to be consistent with research objectives.

Makes recommendations to researchers regarding new types of equipment utilized in specialized research field and best practices to employ. Provides advisement on the management of construction, calibration, evaluation, maintenance and operation of custom built equipment or specialized equipment. Advises on facility/laboratory/center setup or design, as requested. Consults on or assists with maintenance, upgrading and troubleshooting of sophisticated technical equipment.

Advises principal investigators and researchers on the acquisition and/or enhancement of sophisticated technical equipment. Negotiates contracts for sophisticated technical equipment for researchers highly technical and complex research projects.

Develops and conducts faculty and/or staff one-on one or group training sessions and/or workshops on how to operate specialized sophisticated technical equipment and proper techniques and procedures to use for research projects, etc.
Contributes to development of research documentation for publication and/or obtaining grant funding.

Consults on and assists with the development and implementation of databases for specialized research field.

Collaborates with faculty to develop curriculum for academic programs at undergraduate and/or graduate levels related to specialized research field.

Provides guidance and direction to staff and/or student workers associated with a research project(s) or facility/laboratory/center technical services on a regular or project basis.

Serves as a member and representative on a university-wide committee(s) and/or outside organizational committee(s) or task force(s) for a specialized research field providing technical expertise, as requested.

Provides consultative services and advice on the development and implementation of faculty/laboratory center policies and procedures.

May oversee daily operation of a facility/laboratory/center including functions such as budget development and administration; personnel administration; development and implementation of information databases; operation, maintenance, evaluation and configuration of sophisticated technical equipment; interacting with vendors to negotiate service contracts; etc., as assigned.

Stays current in field of specialization through coursework, reading journals and scientific papers, maintaining professional networks and attending seminars, workshops and/or conferences, as appropriate. Brings new opportunities under development and best practices in specialized research field to attention of researchers.

Provides other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY**

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Ph.D. or equivalent doctorate

**Minimum Experience:**

5 years

**Minimum Field of Expertise:**

Directly relate education and experience in specialized research field with thorough knowledge of procedures, analytical methodology, principles, concepts and equipment. Demonstrated interpersonal, organizational, planning, analytical and critical thinking skills.

**Preferred Experience:**
7 years

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Consulting
- Documentation and technical writing skills
- Knowledge of applicable laws/policies/principles/etc.
- Lead/guidance skills
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- Statistical analysis
- Teaching/training

**Skills: Machine/Equipment**

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**

- Leads employees performing similar work on a project basis.
- May oversee student, temporary and/or resource workers.

**SIGNATURES:**

Employee: _______________________________ Date: ______________________________

Supervisor: ______________________________ Date: ______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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