**EAST CAROLINA UNIVERSITY   
OFFICE OF POSTDOCTORAL AFFAIRS  
INITIAL POSITION DESCRIPTION FORM**

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| --- | --- | --- | --- | --- | --- |
| Preparer: | | Date Prepared: | Division: | Department: | |
| Fund Code: | Organizational Code: | | Account Code:  60106 | | Program Code:  0000 |

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| --- | --- | --- | --- |
| Annual (12 mo) Salary: | Begin Date:        End Date: | Salary for this Period: | FTE: |

**POSITION TITLE: Postdoctoral Scholar**

**ADMINISTRATIVELY RESPONSIBLE TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUMMARY OF DUTIES *[Please preserve as much of this generic job description as possible, adding duties specific to your position and only deleting what absolutely does not apply to your position***

The postdoctoral scholar is responsible for independent and collaborative development, implementation, and analysis of scientific research in the discipline of (*brief specific description*). Responsibilities include management of all aspects of (*brief specific project description*). Duties include: hypothesis development, literature review, collection of pilot data, report writing, and supervising of undergraduate research students and graduate research students, overseeing data collection procedures, supervising experimental procedures, review of data for quality control, supervision of data entry/data analysis, analysis of research hypothesis using descriptive and multivariate statistics, and the development of independent and collaborative presentations and publications.

***[Duties must conclude with the statement below:]***

Scholars are expected to demonstrate compliance with established guidelines and regulatory standards for research including biosafety, responsible conduct of research and human subjects training.

***[Please include these percentage statements in the Summary of duties in PeopleAdmin:]***

Approximately     % of the postdoctoral scholar’s time will be devoted to (*brief specific description*).

Approximately      % of the postdoctoral scholar’s time will be devoted to managing the day-to-day activity of undergraduate and graduate research students in the laboratory.

**MINIMUM QUALIFICATIONS***:* ***[Must include the three qualifications below in People Admin]***

English Proficiency

Excellent written and oral communication skills

***[PhD, MD, DDS, DMD or a combination of these degrees]***

**PREFERRED EXPERIENCE:**

**TERMINAL DEGREE: *[PhD, MD, DDS, DMD or a combination of these degrees]***

Supervisor’s Signature Title Date

Chair’s Signature Title Date