**REMOVE ALL GREEN TEXT PRIOR TO SUBMISSION**

**POSITION DESCRIPTION - SPECIALIST SERIES (APM 330, UCD 330)**

**Junior Specialist – [insert department and focus]**

**(Note: The position description should focus on a description of the position, including duties, responsibilities, expectations and criteria for productivity. It should NOT include the qualifications of the candidate).**

**NATURE AND PURPOSE**

**(The following general statement describes the role of a Junior Specialist and should be included in all position descriptions.)**

The position of Junior Specialist has a narrow focus in a specialized area and provides technical or specialized expertise (e.g., with instrumentation and research equipment, or with research methods) in the planning and execution of a research project. Junior Specialists are required to be actively and significantly involved in publishable research activities, including reviewing journal articles and engaging in discussions on research and the interpretation of research results. Junior Specialists are also expected to participate in appropriate professional/technical societies or groups and other educational and research organizations as well as review research proposals, journal manuscripts, and publications as applicable related to their research area of expertise.

**MAJOR RESPONSIBILITIES AND DESIGNATED AREAS OF EXPERTISE**

I. **RESEARCH IN SPECIALIZED AREAS** ( % EFFORT)

A. Work under the direction of the Principle Investigator on research projects. Collaborate with personnel affiliated with research activities involving **(describe the research projects - the problem and certain types of research on the topic)**. Evaluation of performance in research activities is subject to the applicable individual project in specialized areas, as documented by any of the following:

* **Insert specific activities that the Junior Specialist will be assigned; Be very specific and detailed**
* Publications that acknowledge the Junior Specialist's significant and meaningful contribution to the work.
* Publications on which the Junior Specialist is an author.
* Other evidence (e.g., letters from collaborators or principal investigators) that work done by the Junior Specialist contributed to publishable research.

**II. PROFESSIONAL COMPETENCE AND ACTIVITY** ( % EFFORT)

* **Insert specific activities that the Junior Specialist will be assigned; Be very specific and detailed**
* Participate in appropriate professional/technical societies or groups and other educational and research organizations.
* Review research proposals, journal manuscripts, and publications related to area of expertise.

**III. UNIVERSITY AND PUBLIC SERVICE** ( % EFFORT)

* **Insert specific activities that the Junior Specialist will be assigned; Be very specific and detailed**
* May maintain liaison and respond to the needs of various industry organizations, state and federal agencies, and other external groups on issues related to area of expertise.
* Participate in activities of committees within the department, college, campus and other University entities, as appropriate.

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Junior Specialist Date Faculty Supervisor Date