

UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

POSITION DESCRIPTION						
Job Title:	Job Code:	Department:	L.U.:	Grade:		
NEW TITLE	MRH400	VARIOUS		NG		
SBU	SCHOOL	Visiting Student				
Manager/Non Manager	Individual Contr	ibutor - No direct reports				
POSITION SUMMARY:	0	· · · · · · · · · · · · · · · · · · ·				
Students conducting research on a tem	porary assignme	nt				
Under general su	pervision of the:	Supervisor or designee	l			
	ESSENTIAL I	FUNCTIONS				
			%			
Research						
Conduct	literature reviev	vs				
Provide	access to all exp	perimental data for the faculty researche	er and/o	or		
	supervisor					
· · · ·		and presentations				
•		s for the PI and funding agency				
Summarize	project results					
Data						
	and analyze the					
Review		terials for submission to granting agence	ies/			
	foundations					
Prepare	interview quest	ions and be involved in the interviewing	proces	s		
Summarize	interviews					
Maintain	accurate records of interviews, safeguarding the confidentiality of					
	subjects, as nec	essary				
Training						
Supervise	undergraduate	students working on the research project	ct (mair	taining		
	-	inment completion, acting as liaison/me		Itaning		
	-	dergraduate students and the faculty re		er)		
		-	Jearen			
Attend	project meeting	s and/or seminars as necessary				

	NONESSENTIAL FUNCTIONS				
Function		%			
The employee will also be required to perform other duties as assigned					
Total of es	ssential and non essential functions should be 95-100%:	0			
Core Competencies (expectations for all UMMS employees):					
ACCOUNTABILITY	<u> </u>				
	urable high-quality timely and cost effective results				
Holds self and others accountable for measurable, high-quality, timely, and cost effective results					
Consistently demonstrates energy, enthusiasm, and maximum effort in completing responsibilities					
Demonstrates flexibility in response to changing priorities					
Accepts personal responsibility for own actions, including errors					
	ng and altering daily routines to complete assignments				
Complies with established policies, procedures, and rules					
	vorks effectively with employees from diverse backgrounds				
INITIATIVE					
Takes prompt action to accomplish tasks an					
Completes assignments with minimal direct oversight					
Utilizes equipment, supplies, and technology to achieve maximum efficiency					
Recommends process improvements within department or organization					
Collaborates with other employees and departments as needed					
Actively participates in the development and achievement of team goals PROBLEM SOLVING/DECISION MAKING					
Identifies and analyzes problems weighing the relevance and accuracy of available information and recognizing one's					
filters, privileges, biases, and cultural preferences					

Generates and evaluates alternative solutions and makes effective and timely decisions

Reviews the effects and implications of decisions and takes appropriate follow up actions

QUANTITY/QUALITY of WORK

Pays close attention to detail

Strives to achieve accuracy and consistency in all tasks

Organizes work to achieve maximum productivity

Actively applies strategies and tactics that routinely deliver results

Follows all safety rules, proactively works to prevent accidents, and encourages the use of sound judgment in order to comply with departmental and UMMS safety policies and procedures _____

Produces a consistently high volume of work that also meets quality standards

SERVICE ORIENTATION

Applies effective interpersonal and problem-solving skills when responding to clients

Treats all of our diverse internal and external clients with respect and courtesy

Understands the needs and expectations of diverse clients and anticipates how to fulfill them

Demonstrates cultural sensitivity and competence when interacting with clients, fellow employees, and guests

Takes personal responsibility applying proactive, solution focused approaches in responding to client needs

DIVERSITY & INCLUSION

Understands how social group identities shape the settings in which we work

Demonstrates self-awareness and the ability to see other points of view, valuing diverse experiences and ways of knowing

Negotiates conflict and facilitates discussions with culture competence and cultural humility

Shows commitment to continuous learning/improvement in managing diversity

Department/Position Specific Competencies:

Level

PHYSICAL DEMANDS AND WORK ENVIRONMENT:
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Add additional details here:

MACHINES AND EQUIPMENT USED:

Add additional details here:

REQUIRED QUALIFICATIONS:				
Education	Doctorate (Academic) or equivalent			
Add additional details here:	or an MD			
Experience				
Add additional details here:				
PREFERRED QUALIFICATIONS:				
Education				
Add additional details here:				
Experience				
Add additional details here:				
SIGNATURES:				
Manager:		8/2/2018		
Department Head:		8/2/2018		