

UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

	POSITION DESCRIPTION				
Job Title:	Job Code:	Department:	L.U.:	Grade:	
	MRH415	VARIOUS			
SBU	Various	Collaborator- On Campu	IS		
Manager/Non Manager	Individual Contr	ibutor - No direct reports			
POSITION SUMMARY:					
The Collaborator will participate in the research mission with University of Massachusetts Principal					
Investigators to achieve the goals of research projects					
Under general su	pervision of the:				
	ESSENTIAL	UNCTIONS			
	1		%		
Project Contributions					
Brainstorm		evelop innovative approaches to solve	uncomr	nonly	
	encountered res	search questions			
Broaden	the scope of ing	uiry to include outside approaches and	incorpo	orate	
		ommendations for further inquiry			
Support	the research mission at UMass Medical School through inclusion of				
	unbiased though	its and ideas			
	solutions	ate and suggestions answing all passible	oiroum	stancos	
Contribute	unbiased thoughts and suggestions ensuring all possible circumstances are reviewed and considered				
Toom Contributions	are reviewed an				
Team Contributions	equally to the p	roject scope as appropriate			
	team progress follows stated project goals free thinking and sharing				
	on team goals a				
	the investigative				
Academic Contributions	_				
		butions to the project			
	expertise and interject information where appropriate				
	the investigative process				
	the work and research of team members				
Data Management					
Ensure	the validity of da	ata and preserve history			
Prepare	data for inclusion in academic works				

	NONESSENTIAL FUNCTIONS			
Formation of				
Function	<u>%</u>			
The employee will a	lso be required to perform other duties as assigned			
	ssential and non essential functions should be 95-100%: 0			
	ncies (expectations for <u>all</u> UMMS employees):			
ACCOUNTABILITY				
	urable, high-quality, timely, and cost effective results			
Consistently demonstrates energy, enthusia	ism, and maximum effort in completing responsibilities			
Demonstrates flexibility in response to char	iging priorities			
Accepts personal responsibility for own actions, including errors				
Supports other team members by prioritizir	ng and altering daily routines to complete assignments			
Complies with established policies, procedu	res, and rules			
Participates in cross-functional teams and w	vorks effectively with employees from diverse backgrounds			
INITIATIVE				
Takes prompt action to accomplish tasks an	d meet goals and objectives			
Completes assignments with minimal direct oversight				
Utilizes equipment, supplies, and technology to achieve maximum efficiency				
Recommends process improvements within				
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 sultural proferences.				
filters, privileges, biases, and cultural preferences Generates and evaluates alternative solutions and makes effective and timely decisions				
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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:

Confidentiality - Respects and adheres to ethical principles and confidentiality regarding any sensitive information or documents used as part of professional activity.

Working Effectively on a Team - Promote a spirit of cooperation with other members of the work group. Champion an environment that supports effective teamwork. Have the trust and respect of the team. Foster an environment of collaboration.

Vision - Takes a long -term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

Promoting Collaboration - Looks for opportunities to make connections with other areas within UMMS. Considers and includes internal stakeholders from across the enterprise when planning and making decisions in which they have an interest.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:	Level
Add additional details here:	
MACHINES AND EQUIPMENT USED:	
Lab equipment	
Computer	

REQUIRED QUALIFICATIONS:					
achelor's Level Degree					
PREFERRED QUALIFICATIONS:					
SIGNATURES:					
	8/2/2018				
	8/2/2018				
	chelor's Level Degree				