

UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

SCHOOL						
POSITION DESCRIPTION						
Job Title:	Job Code:	Department:	L.U.:	Grade:		
	MRH416	VARIOUS				
SBU	Various	Collaborator- Off Campu	JS			
Manager/Non Manager	Individual Contributor - 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						
	ESSENTIAL I	FUNCTIONS				
		,	%			
Project Contributions						
Brainstorm		levelop innovative approaches to solve	uncomr	monly		
	encountered re	search questions				
Broaden	the scope of inc	uiry to include outside approaches and	incorpo	rate		
	findings into red	commendations for further inquiry				
Support	the research mi	ssion at UMass Medical School through	inclusio	n of		
Зарроге	unbiased thoug	_	merasic	,,, o,		
Innovate	solutions					
		hts and suggestions ensuring all possible	e circum	stances		
	are reviewed an	id considered				
Team Contributions						
Contribute	equally to the p	roject scope as appropriate				
Ensure	team progress f	ollows stated project goals				
	free thinking an					
	on team goals a					
Shape	the investigative	e process				
Academic Contributions						
		butions to the project				
	•	terject information where appropriate				
	the investigative	<u> </u>				
Support	the work and re	search of team members				
2.4.44						
Data Management	the validity of d	ata and process a history				
	-	ata and preserve history on in academic works				
гераге	data for inclusio	III acadelliic works				

	NONESSENTIAL FUNCTIONS
Function	
runction	<u> </u>
*=1 1 11	
	also be required to perform other duties as assigned*
Total of es	ssential and non essential functions should be 95-100%: 0
Core Compete	ncies (expectations for <u>all</u> UMMS employees):
ACCOUNTABILITY	
Holds self and others accountable for meas	urable, high-quality, timely, and cost effective results
	asm, and maximum effort in completing responsibilities
Demonstrates flexibility in response to char	
Accepts personal responsibility for own act	
	· · · · · · · · · · · · · · · · · · ·
	ng and altering daily routines to complete assignments
Complies with established policies, procedu	
	vorks effectively with employees from diverse backgrounds
INITIATIVE	
Takes prompt action to accomplish tasks ar	
Completes assignments with minimal direct	
Utilizes equipment, supplies, and technolog	•
Recommends process improvements within	· · · · · · · · · · · · · · · · · · ·
Collaborates with other employees and dep	
Actively participates in the development an	
PROBLEM SOLVING/DECISION MAKING	
	the relevance and accuracy of available information and recognizing one's
filters, privileges, biases, and cultural prefer	
Generates and evaluates alternative solution	ons 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 judgmen	nt 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				
Inderstands 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 g	uests			
Takes personal responsibility applying proactive, solution focused approaches in responding to client nee	ds			
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 info	ormation 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			
nvironment 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	ıl change.			
Influences others to translate vision into action.				
Promoting Collaboration - Looks for opportunities to make connections with other areas within UMMS. C				
includes internal stakeholders from across the enterprise when planning and making decisions in which the	ney have an			
interest.				
PHYSICAL DEMANDS AND WORK ENVIRONMENT:	Level			
THISIONE DEMININGS WORK ENVIRONMENT.	20001			
Add additional details here:				
MACHINES AND EQUIPMENT USED:				
Lab equipment				
Computer				
Сотрассі				

Add additional details here:				
REQUIRED QUALIFICATIONS:				
Education	Bachelor's Level Degree			
Add additional details here:				
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		