



**UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL**

**POSITION DESCRIPTION**

<b>Job Title:</b>	<b>Job Code:</b>	<b>Department:</b>	<b>L.U.:</b>	<b>Grade:</b>
	MRH416	VARIOUS		
SBU	Various	Collaborator- Off Campus		
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 supervision of the:

**ESSENTIAL FUNCTIONS**

		%
<b>Project Contributions</b>		
Brainstorm	new ideas and develop innovative approaches to solve uncommonly encountered research questions	<input type="text"/>
Broaden	the scope of inquiry to include outside approaches and incorporate findings into recommendations for further inquiry	
Support	the research mission at UMass Medical School through inclusion of unbiased thoughts and ideas	
Innovate	solutions	
Contribute	unbiased thoughts and suggestions ensuring all possible circumstances are reviewed and considered	
<b>Team Contributions</b>		
Contribute	equally to the project scope as appropriate	<input type="text"/>
Ensure	team progress follows stated project goals	
Foster	free thinking and sharing	
Focus	on team goals and success	
Shape	the investigative process	
<b>Academic Contributions</b>		
Write	academic contributions to the project	<input type="text"/>
Share	expertise and interject information where appropriate	
Shape	the investigative process	
Support	the work and research of team members	
<b>Data Management</b>		
Ensure	the validity of data and preserve history	<input type="text"/>
Prepare	data for inclusion in academic works	
		<input type="text"/>



Reviews the effects and implications of decisions and takes appropriate follow up actions	
<b>QUANTITY/QUALITY of WORK</b>	
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	
<b>SERVICE ORIENTATION</b>	
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	
<b>DIVERSITY &amp; INCLUSION</b>	
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	
<b>Department/Position Specific Competencies:</b>	
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.	
<b>PHYSICAL DEMANDS AND WORK ENVIRONMENT:</b>	<b>Level</b>
<i>Add additional details here:</i>	
<b>MACHINES AND EQUIPMENT USED:</b>	
Lab equipment	
Computer	

<i>Add additional details here:</i>		
<b>REQUIRED QUALIFICATIONS:</b>		
<b>Education</b>	Bachelor's Level Degree	
<i>Add additional details here:</i>		
<b>Experience</b>		
<i>Add additional details here:</i>		
<b>PREFERRED QUALIFICATIONS:</b>		
<b>Education</b>		
<i>Add additional details here:</i>		
<b>Experience</b>		
<i>Add additional details here:</i>		
<b>SIGNATURES:</b>		
<b>Manager:</b>		8/2/2018
<b>Department Head:</b>		8/2/2018