Sample Post-Doctoral Fellow Position Description
CLASSIFICATION INFORMATION

Classification Title	Post-Doctoral Fellow
Class Code	UK63
Band	Unclassified
Min Salary	
Mid Salary	
Max Salary	
Advertised Rate	
Advertised Minimum Salary	Salary commensurate with qualifications.
USC Minimum Qualifications	
Base Hours	2080
Census	3060
SOC Code	HR-Class Comp (and OIS as needed) will advise
EEO Code	C8
Job Group	29

POSITION INFORMATION

Internal Title	Post-Doctoral Fellow
Position Number	
Employee's Building	
Campus	
Work County	Richland – any others?
Slot	
Type of Staff Position	Research Grant (RGP)
Part/Full Time	Full Time
Hours per Week	
(HISTORICAL) Hours per Week	
Weeks per Year	52
Basis	12 months
FLSA	Exempt
Initiator Access	
Position Specific SOC Code	

POSITION DESCRIPTION

Purpose	Under general supervision of the Principal Investigator (PI), this individual will conduct research on… [*list funded project title and funding agency here*].
USC Minimum Qualifications	
Position Specific Minimum Qualifications (Classified and Unclassified positions)	The position requires a PhD degree in [brief list of eligible major field/s] or a closely related field.

Preferred Qualifications	N/A if recruiting from a global talent pool, since USDOL considers preferences = requirements.
Knowledge/Skills/Abilities	Expertise in [*list specialty areas here*], which could have been gained during the normal course of a doctoral degree program. Required to conduct business lawfully and ethically by consistently adhering to compliance policies, procedures, and regulations.
Supervisory Responsibilities	Will assist with the supervision of students.
Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.	Under general supervision of the Principal Investigator (PI)… (explain how supervisor will oversee postdoc's work)

JOB DUTIES *(All job duties must add up to 100%.)*

Job Duty	Contribute to [field? / laboratory?] research on… (*list research objectives here*). Perform… [*describe data collection, analysis, or related actions to be completed and tools/methods to be used*].
Essential Function	Yes
Percentage of Time	%

Job Duty	Maintain accurate and detailed data records, prepare research progress reports, and share findings via meetings, conferences, and publications.
Essential Function	Yes
Percentage of Time	%

Job Duty	Assist with supervision of students and coordinate efforts with other researchers in the [field? laboratory?].
Essential Function	Yes
Percentage of Time	%

Job Duty	Contribute to the preparation and submission of research grant funding proposals.
Essential Function	Yes
Percentage of Time	%