

RESEARCH PROJECT ENGINEER I *

or

RESEARCH PROJECT MANAGER I

Function of Job:

Under general supervision of faculty or senior staff member to provide technological and managerial support to research projects by assisting in the design and construction of experiments or to assist with the planning, scheduling and tracking of research projects with minor scope.

Characteristic Duties and Responsibilities:

1. Assist in the design, construction, maintenance, and repair of specialized equipment and support systems required for an experiment.
2. Assist in the writing of computer programs or the interfacing of new peripherals and experiments to the computer.
3. Travel to field sites or work in laboratory to assist in the installation and testing of experiments.
4. May supervise lab technicians in the setting up of equipment and materials to carry out experiments.
5. Prepare procedures for equipment and materials use.
6. Collect data or record observations of experimental operations.
7. Prepare and update project plans, schedules and budgets.
8. Track, analyze and report project progress and status.
9. Determine resource use priorities and direct the scheduling of activities of project engineers, programmers and technicians.
10. Analyze and report potential risks to project and propose risk mitigation measures.
11. Organize and prepare materials for project reviews.
12. Participate in the preparation of research proposals, presentations and publications.
13. Maintain an organize structure for the filing and distribution of project documentation.
14. Procure equipment and supplies.
15. Perform other duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in appropriate field of Engineering, Physics, Biology, or in a closely related scientific or technical field.
2. Computer skills as required by department.
3. Some experience in basic research gained through work experience while at college or during summer employment
4. Ability to work effectively in a team environment.
5. Strong planning skills for managing and implementing complex tasks.
6. Strong interpersonal and written communication skills.
7. Diving experience with advanced training and certifications as required by department.

Additional Desirable Qualifications:

1. Experience with project scheduling software.
2. Project management course work, training and or experience.

11/28/06

System Approval

11/28/06

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised title - Original approved 1/16/75, 2/6/79, 8/14/81, 10/7/98 as Research Project Engineer I (Assistant Project Engineer), and 11/12/04 with current title.