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## Baylor University Job Description

Positions within Baylor University exist to support the mission, which is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.

**Title:** Postdoc Research Associate S&E  
**Department:** Physics

**Position Class:** 3204

**EEO Job Category:** 30

**Position Number:**

**FLSA Status:** Does not qualify for overtime.

**Reports to:** Dr. Kenichi Hatakeyama, Assistant Professor

**Supports the mission of the university by:** This position specifically supports the mission of Baylor University by providing postdoctoral research for the University

Essential Functions	Pct Of Time
* Responsible for development and establishment of experimental procedures	15.00 %
* Evaluates results of experiments or projects	15.00 %
* Develop new methods to study processes	10.00 %
* Prepare reports and recommendations based upon research outcomes	10.00 %
* Recommend changes to research procedures	10.00 %
* May be responsible for operation and maintenance of a highly-technical and complex research instrument(s).	15.00 %
* Provide support in project management and supervision of technical staff.	10.00 %
* Contribute to the preparation of proposals, grants, scientific reports and presentations	10.00 %

  

Secondary Functions	Pct Of Time
* Other duties as assigned by supervisor	5.00 %

**Level of Independence:** Instructions and guidelines define overall goals and priorities under limited supervision. This position may have the authority to commit the employer in matters that have financial impact. Advanced knowledge is required in planning and completing assignments, resolving conflicts and coordinating work with others. This position has the authority to make decisions without direction from supervisor.

### Job Requirements:

<b>Education</b>	<b>Minimum Required</b>	Doctoral Degree
	<b>Preferred</b>	Doctoral Degree
	<b>Field of Study</b>	Physics

<b>Experience</b>	<b>Minimum Required</b>	2 years of relevant work
	<b>Preferred</b>	2 years of relevant work
<b>Licenses, Certificates, Registrations</b>	<b>Minimum Required</b>	
	<b>Preferred</b>	
<b>Special Knowledge, Skills or Other Abilities</b>	<b>Minimum Required</b>	Superior analytic thinking skills
	<b>Preferred</b>	Superior analytic thinking skills

#### Supervisory Responsibilities

Title	FTE	Positions Supervised	
		Direct Supervision	Indirect Supervision
Student Workers	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Graduate Students	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Nature of Work Supervised:** Orients and trains others; assigns and reviews work. May perform work similar to that of subordinates. Communicates priorities and schedules.

**Level of Supervision Provided:** Frequently supervises 10 or less staff members and / or student workers.

#### Working Conditions and Physical Demands

Requirement/Condition	Frequency
Physical effort with some handling of light weight such as supplies or materials (0 to 15 lbs).	Occasional
Physical efforts including standing, lifting and carrying light to moderately heavy materials or equipment. (15 to 50 lbs).	Occasional
Physical effort such as pushing, pulling, bending, lifting, and carrying heavy objects (50 + lbs).	Never
Demands require close visual attention.	Frequent
Demands require prolonged mental concentration.	Frequent
Work performed in a normal office environment.	Frequent
Work performed in an environment requiring exposure to weather extremes.	Never
Work performed in an environment requiring exposure to fumes, odors and noise.	Occasional
Exposure to hazards that may result in some injury, lost time, or threat to one's personal health.	Occasional
Exposure to job hazards that may result in injury, lost time, total disability or death.	Occasional

#### Software/Computer Skills

Software	Required Skill Level
Windows 2000/XP/Vista	Intermediate
Mac OS	Intermediate

Microsoft Excel	Intermediate
Microsoft PowerPoint	Intermediate
Microsoft Word	Intermediate
FileMaker Pro	None
Adobe Photoshop	None
Adobe PageMaker	None
Microsoft Outlook	Novice
Web Browser (Internet)	Intermediate
Web Authoring	None
C + +	Advanced
UNIX	Advanced

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