University of Maine

Job Description

TITLE: Postdoctoral Research Associate

DEPARTMENT: School of Biology and Ecology

DATE: December 2023

REPORTS TO: Professor of Applied Entomology

**Purpose: To** conduct research on insects of economic importance to the potato industry.

**Essential Duties & Responsibilities:**

* Perform field, laboratory, and greenhouse experiments on the University of Maine campus in Orono and on Aroostook Research Farm in Presque Isle.
* Collect, analyze, and present data.
* Design experiments in collaboration with the immediate supervisor.
* Prepare manuscripts for publication in peer-reviewed journals.
* Keep current with research literature and prepare updates for the immediate supervisor.
* Maintain equipment in operational condition.
* Maintain an orderly laboratory.
* Assist in hiring, training, and supervising temporary research personnel, including student assistants
* Schedule and oversee day-to-day work activities of temporary research personnel
* Provide occasional guidance to undergraduate and graduate students
* Develops and maintains professional relationships that reflect courtesy, civility, and mutual respect.
* Builds productive relationships with internal and external constituencies.
* Utilizes coaching and mentoring methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
* Commits to organizational improvement by identifying opportunities to improve and recommending possible alternatives for a situation.
* Perform other reasonably related duties as assigned.

**Knowledge & Skill Qualifications:**

**Required:**

* Has the education associated with a Ph.D. degree in Entomology, Biology, Zoology, or related field by date of hire.
* Demonstrated ability to work with little direct supervision in an interdisciplinary research environment and ability to exercise initiative and good judgment.
* Demonstrated ability in technical writing and good oral communication skills.
* Good working knowledge of statistical analyses.
* Demonstrated computer literacy using word processors, spreadsheets, and statistical software.
* Ability to adapt to a changing environment.
* Ability to travel, normally requiring a driver's license. Mileage is reimbursed at the current University rate.

**Supervisory Responsibility:** May supervise temporary and student employees.

**Work Environment:** The job is performed at laboratory and greenhouse facilities on the University of Maine campus in Orono and on field plots and at laboratory and greenhouse facilities on the Aroostook Research Farm in Presque Isle. It may also involve occasional trips to visit commercial growers. Fulfilling job responsibilities entails outside fieldwork, operating laboratory equipment, and using hand tools. It also involves occasional handling of toxic and hazardous materials, including chemicals, bacterial and fungal cultures, and decaying organic substrates. Because of the fast pace of technological advancement in agriculture, this position requires an ability to rapidly adapt to a changing environment.

**Work Year:** This is a full-time, fiscal-year (12 month) position.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Position Type:** Soft money, grant-funded. Contingent on funding and successful performance. This position is grant-funded for one year, with an extension possible for a total duration of up to 4.5 years, depending on satisfactory performance and funding availability.

**Schedule for Evaluation:**  In accordance with UMPSA agreement.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.