

Position Description

Action Requested:	New position <u> x </u> Revised position <u> </u>	Date completed:	1-24-2022
Prepared by: Pepper Schedin		Phone:	

Note: Employees must be able to perform the essential functions of the job with or without reasonable accommodations. All individuals with disabilities are encouraged to seek reasonable accommodation.

1. GENERAL POSITION INFORMATION:			
CLASSIFICATION/JOB TITLE Postdoctoral Researcher		CLASSIFICATION/JOB #	
WORKING TITLE (IF OTHER THAN CLASS TITLE) Postdoctoral		EMPLOYEE GROUP Research	
POSITION NUMBER A97110.00		FTE 1.0	
EMPLOYEE NAME		DEPARTMENT NAME/ORG NUMBER SM.CDBio Admin 60901	
MISSION GROUP School of Medicine		SUPERVISOR & TITLE Kelly Williamson	
MANAGER/DIRECTOR & TITLE Lisa M. Coussens, Ph.D., Chair & Professor		ADMINISTRATIVE MANAGER & TITLE Kelly Williamson, Department Administrator	

2. POSITION SUMMARY: <i>Provide descriptive statements which outline the purpose of the position.</i>
<p>A postdoctoral research position, focused on studying the causes and progression of young women's breast cancer (YWBC) using rodent and cell culture models, with preclinical data translated to humans via access to unique YWBC tissue repositories (for omic-level mIHC and RNAseq analyses).</p> <p>The Schedin lab culture is founded on collaborative and team-based approaches to problem solving. Current projects are focused on identifying molecular vulnerabilities of young women's breast cancer that can be targeted for prevention (developing the postnatal pill) and treatment (with a focus on liver metastasis). Prior experience in immunology is an asset.</p> <p>This position will report to the Principal Investigator, and work with a medium size team (5-6 lab members) of dedicated researchers. The position requires self-motivation and the ability to work well in teams as well as independently. Productivity, commensurate with experience, is measured by continuous review of relevant literature, synthesis of literature into publishable review articles, submission of postdoctoral fellowship grant applications, and submission of original-work manuscripts.</p> <p>OHSU is an equal opportunity, affirmative action institution. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability or protected veteran status. Applicants with disabilities can request reasonable accommodation by contacting the Affirmative Action and Equal Opportunity Department at 503-494-5148.</p>

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3. KEY RESPONSIBILITIES: *Essential functions indicate those key responsibilities that meet one or more of the following descriptors: (1) the position exists to perform the function, (2) the number of employees available to perform the function is limited, (3) the function is so highly specialized that the person is hired for his/her expertise or ability to perform the function. The percentage of duties must equal 100%*

<u>Key Responsibilities & Performance Standards</u>	<u>% Of duties</u>	<u>Essential Function (Yes/No)</u>
1 Performing laboratory research; conducting experiments	40%	Yes
2 Collecting, analyzing, and quantifying data	20%	Yes
3 Assisting in planning and designing standard research operations.	15%	Yes
4 Preparation of reports, manuscripts for publication in peer reviewed journals, submit postdoctoral fellowship grants, and support grant submissions within the lab.	20%	Yes
5. Attending seminars, conferences and organized opportunities for career development and leadership training.	5%	Yes

4. SUPERVISORY RESPONSIBILITIES:

	Direct	Indirect
Number of employees this position supervises:	0	2-3
Job titles of employees supervised: Research Histologist, Research Assistants, Graduate Students, Undergraduate Trainees		

5. FISCAL RESPONSIBILITIES: Select the item below that most closely matches the level of supervisory and fiscal responsibility:

	Monitors expenditures against departmental budget; prepares necessary documentation for supervisor review/approval; tabulates budgetary data, calculates figures, and checks for accuracy.
	Analyzes departmental budgetary data, verifies figures, and develops budget proposals; recommends allocation of budgetary funds.
	Has full responsibility for departmental planning, forecasting and final approval of budget. Indicate estimated budget amount: \$
x	None of the above.

6. QUALIFICATIONS:

As part of the qualifications requirement, the following Core Competencies are expected of all OHSU employees regardless of their position within the organization.

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Inclusion, Collaboration and Teamwork:	<p>Every person matters. We benefit from the rich variety of ideas, skills and perspectives that emerge when we work together. Our collaboration fuels innovation, better solutions to complex problems, and a sense of community. Cultivating a climate of inclusion and respect enables us to partner with those who can help OHSU achieve its vision.</p> <p>See the specific behaviors expected of an individual in this role on the attached document.</p>
Organizational Perspective:	<p>We are all connected. Whether our role is caring for patients, inspiring students, advancing scientific knowledge, or supporting those endeavors, each person's work impacts another's. When we understand how our actions and decisions affect the whole, we can better align the needs of our workgroup with the best interests of OHSU. We have a common purpose that guides what we do and why.</p> <p>See the specific behaviors expected of an individual in this role on the attached document.</p>
Performance Results:	<p>We work hard to make great things happen. We hold ourselves and our colleagues to high standards of performance that are focused on results. We pursue excellence by giving and receiving feedback openly and directly. We continually seek to improve ourselves and our work by setting goals, measuring outcomes and developing our knowledge and skills. We exceed expectations in pursuit of our vision.</p> <p>See the specific behaviors expected of an individual in this role on the attached document.</p>
Personal Effectiveness:	<p>We are strong in character. As individuals, we value integrity and inspire trust. We meet obstacles with calm resolve, and can adapt quickly to change. We continue to move forward, even when the way is unclear. Each of us aspires to be our best self, accountable for the work we do and dedicated to the purpose of OHSU.</p> <p>See the specific behaviors expected of an individual in this role on the attached document.</p>

Qualifications	Required	Preferred
Education:	Doctoral degree in relevant field, MD/PhD, PhD	PhD in cancer biology
Experience:	Pre-doctoral research in relevant field	
Job Related Knowledge, Skills and Abilities	Project management competency, biochemistry, molecular biology, mouse	Flow cytometry Immunohistochemistry

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(Competencies):	colony management, planning and executing of in vivo mouse model studies, cell culture, and IACUC and IRB regulatory oversight related to ongoing projects.	3D cell culture Bioinformatics
Registrations, Certifications and/or Licenses:	None	
Compliance:	<ul style="list-style-type: none"> - Code of conduct - Respect in the workplace - Applicable policies, procedures and agreements related to position, department or OHSU as a whole 	Not applicable

7. WORKING CONDITIONS: *This may include such items as work schedule, work location, travel and environmental exposures such as noise, human tissues/fluids or radiation.*

Work is generally 40 hours per week during normal working hours, however, occasional evening and weekend work will be necessary depending on study timelines. Additional safety training may be required to work with cell lines/ infectious bacteria or viruses/ working with in a BSL-2 environment/working with research animals.

8. PHYSICAL DEMANDS & EQUIPMENT USAGE: *This describes the physical requirements necessary to perform the essential functions of this position. Example: Ability to carry and lift up to 50 pounds. Ability to stand for four continuous hours a day.*

Personnel will need to work sitting at lab bench, computer or microscope for significant periods of time. Some standing required—for up to 4 hours at a time. Ability to perform lab manipulations, move and carry lab equipment under 25 lbs, perform image analysis operations and help others with equipment use. Personal protective equipment must be worn as required. (Gloves, mask/respirator, eyewear, lab coat, etc).

9. SIGNATURES/APPROVALS:

My signature denotes that this position description is an accurate and correct statement of the essential functions, responsibilities and requirements assigned to this position.

	Type Name	Signature	Date
EMPLOYEE			
MANAGER/SUPERVISOR	Pepper Schedin, PhD		1-24-2022

Please attach a current organizational chart if available.

Forward the electronic copy of the Position Description to Compensation and retain the signed copy at the departmental level.