QUESTIONNAIRE
RESEARCH STAFF OFFICERS

POSITION:                DEPARTMENT:

NEW POSITION: YES ___ NO ___

IF NO, GIVE THE NAME AND TITLE OF PERSON BEING REPLACED.

FULL-TIME ___ RECOMMENDED SALARY:
PART-TIME ____ PROPOSED START DATE:
NAME OF PROPOSED APPOINTEE (IF KNOWN):

CURRENT POSITION (IF THE PERSON IS EMPLOYED AT COLUMBIA):

IF UNION POSITION AT COLUMBIA, GIVE NAME OF UNION:

I. JOB RESPONSIBILITIES
1. Summarize in one or two sentences the primary responsibilities and purpose of the position.

2. List the specific duties of the position in order of their importance and estimate the usual percentage of time devoted to each.

3. If the position includes the supervision of personnel, indicate the titles and number of those supervised.
II. SUPERVISION RECEIVED

1. Who is the position’s immediate supervisor? (If it reports to more than one person, list their names and titles and indicate the usual percentage of time spent working for each.)

2. Give the name of title of the Principal Investigator or Head of Research Program, if different from the immediate supervisor(s).

3. How closely is the position supervised?

4. Indicate the degree of independent judgment expected in the position. To what extent does it require individual initiative and discretion in the definition and execution of responsibilities as opposed to performing routine procedures established by others?

III. EDUCATION AND EXPERIENCE

1. What are the minimum educational requirements for the position?

2. List the specific skills and/or knowledge required for the position.

3. How many years of professional work experience is required for the position?

4. Can work experience substitute for the educational requirements? If so, indicate the type and length of experience and how it will affect the expected level of education.