

## Graduate Student Researcher General Position Description

### Definition:

- A. **Graduate Student Researcher** “Graduate student who performs research as a condition of receiving financial remuneration from funding generated by the University in an academic department or research unit, provided that the graduate student is performing this funded research under the control of the University and under the specific direction of a faculty member or authorized Principal Investigator.”
- B. **Trainee** “Where the graduate student meets the terms identified [under the Graduate Student Researcher definition] and the funding source from which they receive remuneration deems that the money provided cannot be characterized as wages, the graduate student is an employee and the University will place the graduate student employee in a new ‘Trainee’” title code that reflects that the money provided is not subject to a W-2.”
- C. **Fellow** “Graduate student who (i) obtains individual fellowship(s) where receipt of the fellowship funding requires the performance of a service for the University; and (ii) performs research in an academic department or research unit, provided that the graduate student is performing this fellowship research under the control of the University and under the specific direction of a faculty member or authorized Principal Investigator.”

### Education and Qualification Requirements:

Current enrollment in a graduate program with experience in the subject matter of the research project. Subject knowledge and oral/written communication skills to discuss and document research progress. Ability to work independently, accurately, and to problem solve technical and methodological issues that arise during the course of the research. Ability to apply sound research techniques, methodology, and logical critical analysis. Strong organization and interpersonal skills.

### Responsibilities:

Under supervision, and operating in accordance with University policies, the Graduate Student Researcher is responsible for assisting in a variety of research tasks that are under the control of the University and are assigned by a faculty member or PI, which may include preparing resources, equipment, and materials for the research; documenting results, writing, and archiving; and performing other efforts in support of the research activities. This position is intended to provide the opportunity to develop knowledge on proper research procedures and techniques.

### Graduate Student Academic Responsibilities:

The Graduate Student Researcher employee position should not in any way be construed as imposing a limit on the amount of academic effort necessary for a graduate student to make satisfactory academic progress toward their degree.

## Graduate Student Researcher General Expectations

### Attendance

In your role as a GSR employee, you are expected to work your regularly assigned schedule and to generally be available as business requires during the workweek, with an emphasis placed on meeting the responsibilities assigned to your employment position. For any scheduled workday, should you be late or absent for any reason, you must notify your supervisor in advance, whenever possible.

Use of personal time off (PTO) must be approved in advance by your supervisor, with normally at least two weeks' notice given. If you are absent due to illness or other medical reasons, you should notify your supervisor as soon as possible. Extended absences due to illness may require a doctor's note; if a note is required, it will be communicated to you prior to your return. If you are able to provide advance notice of your absence, such as for PTO, you must notify your supervisor if any outstanding assignments, experiments, or project items need follow-up during the absence. You are responsible for reporting the use of any PTO or leaves/absences on the appropriate leave-reporting form or through local time and attendance systems each month, in accordance with campus procedures.

### Performance Expectations

You are to deliver reliable performance and efficiency pursuant to the qualifications described in the GSR Position Description. You are required to be responsive to work-related inquiries from your supervisor and provide them ready access to all data or assigned work products. If there are specific procedures provided by your supervisor or their designee in the execution of a task, you must follow these procedures.

Your supervisor may set deadlines for tasks that need to be completed. If the task cannot be completed within that timeframe, it is essential for you to communicate your challenges in advance of the deadline. It is also important that if you do not understand the expectations of the task, feel you require additional training or support, or have any other issue, to please reach out to your supervisor immediately.

The duties and expectations specific to your hiring unit are described further in the Description of Duties template.

### Conduct Standards

You are required to adhere to the professional conduct standards set by the University of California and the expectations of your hiring unit. You are to maintain the highest integrity in your research and work efforts, uphold all Environmental Health and Safety protocols, and punctually complete any required training.

In addition, you are expected to maintain a professional, constructive, collaborative, and respectful relationship with all your colleagues. If you have any challenges or conflict with another member of your unit, you should notify your supervisor immediately. If you are unable to speak to your supervisor for any reason on these matters, additional resources can be found here: <https://academicpersonnel.ucr.edu/>.

If you have any questions about these conduct standards or any University policy, please contact your supervisor or the UCR Academic Personnel Office.

### Supervisory Commitments

Your supervisor is responsible for oversight of your performance as a GSR and providing you with ongoing feedback. They will meet with you on a regular basis to discuss assignments, workload, listen to and provide constructive feedback, review progress, clarify expectations, or address other employment matters as they arise.

*This document is not comprehensive. Expectations may change at the discretion of your supervisor, in accordance with the scope of role as a GSR. You may ask for clarification of these expectations at any time.*

# Graduate Student Researcher

## Description of Duties

Name:

Date Issued:

---

Percentage Effort (% FTE): **50%**

Term of Appointment: July 1, 2026 – June 30, 2027

Supervisor: Robert Rodriguez

Department/Program/Lab/Unit: SOM Research- Clinical

Primary Worksite: Location may vary depending on projects assigned (locations: Citrus Tower, SOM Research, EDI or EDII, Women's Health Clinic, Eisenhower, Community Events in Riverside)

---

The purpose of this document is to define and clarify your responsibilities as a Graduate Student Researcher (GSR) in the School of Medicine research unit. This list is anticipatory of your assigned duties, is not comprehensive, and may change based on the operational needs of your unit. You may ask your supervisor or the clinical research administrator who will work with you day-to-day for clarification or discussion of your duties at any time. Concerns about any additional responsibilities or overall workload should be discussed first with your supervisor or clinical research administrator if needed. For additional resources, please contact the UCR Academic Personnel Office (<https://academicpersonnel.ucr.edu/>).

### **Attendance and Meetings**

**Core Hours in Lab/Office**

You are to be physically present at the worksite locations 20 hours per week, as detailed below:

**Within the standard 8AM-6PM M-F work week**

This schedule may fluctuate in given time periods due to operational needs of the unit or project(s) assigned. Whenever practicable, your supervisor will communicate changes to required core hours to you in advance and in writing. Meeting assigned responsibilities may require additional time beyond established core hours at your worksite.

**Required Meetings**

You are to attend regular research meetings, which generally occur weekly with the Clinical Research Administrator to coordinate your tasks for the week. At times you may also be invited to SOM Research Unit meetings led by your supervisor, the Director of Clinical Faculty Research Development and Scholarly Activities.

**If your course work conflicts with the time, please alert SOM Clinical Research Administrator and an alternative weekly meeting time(s) will be arranged**

Additional meetings may be required, as needed. Should you be unable to attend required meetings, advance notice to your supervisor is required.

**Attend Required Seminars or Conferences**

## **Research Activity**

You are to participate actively in the conduct of research, as described below:

- Research and collect data through complex techniques and procedures, library research, structured surveys/interviews, or other project specific methodology.
- Collect, interpret, synthesize, enter, and analyze data/information.
- Schedule, organize, and report on status of research activities.
- Plan and modify research techniques, procedures, tests, equipment, or software management.
- Prepare materials for Human Subjects Committee review.
- Prepare interview questions.
- Recruit and/or interview subjects.
- Conduct follow-up phone calls for enrolled subjects.
- Summarize interviews.
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary.
- Summarize project/research results.
- Assist in preparation of materials for submission to granting agencies and foundations.
- Prepare progress reports for the PI and/or funding agency.
- Write and edit materials for publication and presentation.
- Conduct literature reviews.
- Prepare other articles, reports, and presentations.
- Assist in monitoring the project budget.
- Manage and respond to project-related email.
- Collaborate with lab/team members.
- Sanitize and maintain lab space.
- Other duties and responsibilities.

### **Additional Information:**

- 1) Required training (as directed)
  - a. Keep current and apply knowledge from GCP, FDA, Common Rules, and UCR SOM.
  - b. Complete the required courses for human subjects via CITI Training site.
  - c. Maintain and keep current regulatory binder and patient binders.
  - d. Recruit and/or interview new potential participants for clinical studies.
  - e. Plan and modify your schedule to adhere to clinical/patient's schedule activities.
  - f. Input clinical research data into electronic databases systems such as REDCap, VELOS, or pharmaceutical databases.
  - g. Assist with packaging of clinical research samples
  - h. If needed by Research Unit, complete Phlebotomy Course and obtained State License for Phlebotomy.

## **Operations Management**

You are to take responsibility for managing the operations of the lab/unit, as detailed below:

- Request or acquire equipment or supplies necessary for the project or unit.
- Maintain equipment for each use/reuse and report any needed repairs or replacements.
- Prepare, maintain, and update website materials.
- Collaborate with undergraduate students working on the research project (provide information to undergraduates and act as liaison between the undergraduate students and your supervisor).

**Additional Information:**

Duties will include

- 2) Maintenance
  - a. Ordering lab kits (pharmaceutical clinical studies)
  - b. Freezer logs (back-up for the Clinical Research Program Administrator)
  - c. Equipment maintenance (back-up for Clinical Research Program Administrator)
  - d. Current open trial(s) flyers in clinical settings

**Other Duties**

Within the scope of your title, you may be assigned additional duties as needed.

I have discussed/been provided with the above items and acknowledge the duties and responsibilities of the GSR position:

GSR's signature \_\_\_\_\_

Date: \_\_\_\_\_

A copy of this signed form will be placed in your employment file.