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# Example of Assistant Professor Job Description

Our company is hiring for an assistant professor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant professor

* Establish and externally funded research program
* Design, implement and manage a system for organizing, planning and controlling work flow related to all research activities
* Oversight and submission of new protocols and all subsequent correspondence to all applicable review committees, including the IRB, cancer center scientific review committee, VA Research & Development Committee, Biosafety Committee, and Radiation Safety Committee as applicable
* Assist investigators in evaluating and ensuring compliance with protocol, institutional, federal and HIPAA requirements
* Review accounts to insure payments for upfront expenditures, milestone payments and final payments
* Review records with all site visit teams, FDA, or other agents designated by sponsor companies (especially as related to appropriate consent, proper record keeping, and quality assurance) when requested
* Consult with and advise the Principal Investigator and administration on budget requirements, equipment needs and supplies, and prepare budgets for grants and proposals to pharmaceutical companies
* Assist with preparation of investigator initiated grant proposals, including editing protocols as required for IRB submission
* Act as liaison between institutional investigators, staff, sponsors, contract research organizations and institutional committees and departments
* Cooperate with medical staff and faculty in conducting related research and assist in the planning of new studies in relation to data management activities

## Qualifications for assistant professor

* Experience with diverse school contexts
* International teaching opportunities possible
* Candidate must possess a medical license in Pennsylvania
* Documented record of research
* Aptitude and desire to teach, train and interact with students, faculty, and agribusiness colleagues is important
* Preference will be given to candidates with documented success in extension and research activities as demonstrated by publications, presentations and a record of extramural funding