

**NIAGARA UNIVERSITY**  
**JOB DESCRIPTION**

**NAME:** Vacant  
**DATE:** July 1, 2022  
**JOB TITLE:** Post-Doctoral Fellow  
**FLSA STATUS:** EXEMPT  
**JOB STATUS:** REGULAR FULL TIME  
**JOB CLASS:** ADMIN2  
**WORK LOCATION:** Levesque Institute/ Academic Complex  
**TITLE OF IMMEDIATE SUPERVISOR:** Executive Director  
**DEPARTMENT:** Levesque Institute  
**SECTOR:** Executive Vice President

**JOB SUMMARY:**

Niagara University seeks to hire a postdoctoral candidate who will contribute to the innovation and prioritization of initiatives within the Levesque Institute by engaging with the community we serve. Innovation begins the process of revitalization through the development of a community fellow program, to be coordinated with sister institutions, community-based organizations, and resident input. We seek individuals whose interests align with the goals of the Levesque Institute to further enhance and integrate academic programs and leverage partnerships in the community through the four pillars: Early Childhood, Community Impact, Health and Wellness, and Housing/Revitalization.

**ESSENTIAL DUTIES:**

- Lead inter-disciplinary research based on identified priorities and best-practice recommendation findings.
- Pursue an independent line of research, engagement, and service that leads to professional success in their chosen discipline(s).
- Responsible for supervision of students who would like to gain research experience in community-centered work.
- Development of a community assessment and strategic initiatives
- Conduct workshops and instruction
- Participate in grant writing and grant submission, and service to the college

**GENERAL DESCRIPTION:**

80% Leading research and community assessment activities

20% Levesque Institute meetings and assistance with current Levesque Institute activities

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### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Demonstrated experience successfully working in and fostering an inclusive faculty, staff, and student environment or commitment to do so at Niagara University
2. Strong writing skills and the ability to work independently
3. Ability to display sound judgment to ensure timely processing and completion of assigned tasks.
4. Ability to be professional and demonstrate sound judgment when dealing with difficult situations with students, university personnel, and community partners.
5. Demonstrate competence in the use of computer applications, statistical analysis tools, and data management systems.
6. Ability to work non-traditional hours including weekends and nights when necessary.

### **ERGONOMIC REQUIREMENTS:**

The functions of the position are usually performed sitting but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, computer software applications involve the extensive wrist and hand movement. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

### **QUALIFICATION STANDARDS:**

Candidates must have completed a Ph.D. before beginning the position. We will consider a broad range of academic areas.

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**THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.**

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Employee Signature

Date

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Supervisor Signature

Date

Revised: Feb 2022