



## **Detailed Position Description**

For your convenience, we have developed a template Detailed Job Description Form (pg 5-6 of this document) so you can complete the required Terra Dotta information. This will help when asked to provide duties for positions that don't require a formal Position Vacancy Listing (PVL), or when the PVL is vague or not detailed. For example, for Research Associate positions or Research Intern positions.

When submitting a request in Terra Dotta for an employee, work with the supervisor to complete the Detailed Job Description Form and upload it into Terra Dotta in the Position Description document category. Before uploading, review the form for completeness and detail.

### Tips:

- In Terra Dotta, where it asks you to type in a position description, you may type "See attached position description" instead of trying to summarize to fit the character limit on that field.
- We expect detailed duties will be at least a paragraph or two. A few sentences will not suffice.
- Don't be too scientific or technical in the description of duties. USCIS officers are not experts in your field of expertise.
- Minimum job experience and training required is post-degree. Example: if lab experience can be gained while someone is pursuing their degree, it does not need to be included here.
- Do not tailor the job requirements to the employee. If you had to advertise openly for this position again, list the minimum job requirements needed to successfully perform this job.
- Supervision is very narrowly defined by the National Labor Relations Board (NLRB) as "any individual having authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment." Because the UW is decentralized and these tasks are split among Deans, Human Resources, Department Chairs, Faculty, etc., rarely does anyone, even Faculty, meet the definition of a supervisor for immigration purposes. An employee can certainly mentor or provide daily guidance to other employees, but it will be rare that they supervise.

---

## I've already drafted a PVL for Human Resources. Why do I have to do this again?

- **Answer:** USCIS will not accept a general or vague position description or duties (example: conduct research, publish papers and present). USCIS requires that we provide enough duties to establish the depth, complexity, level of specialization, or substantive aspect of the job for which the employee is responsible. Without a meaningful job description, USCIS will assert “the record lacks evidence sufficiently concrete and informative to demonstrate that the proffered position requires a specialty occupation’s level of knowledge in a specialty occupation.” Failure to provide sufficient job duties will result in a Request For Evidence (RFE) and likely a delay in obtaining the H-1B approval.

## Research Associate positions don't require a position description? Why do I have to do this?

- **Answer:** While UW Human Resources doesn't require a position description for these titles, USCIS requires that we provide enough duties to establish the depth, complexity, level of specialization, or substantive aspect of the job for which the employee is responsible. Without a meaningful job description, USCIS will assert “the record lacks evidence sufficiently concrete and informative to demonstrate that the proffered position requires a specialty occupation’s level of knowledge in a specialty occupation.” Failure to provide sufficient job duties will result in a Request For Evidence (RFE) and likely a delay in obtaining the H-1B approval.

---

## Postdocs

A Post-Degree Training Appointment is an individual who is continuing training after the receipt of the degree (normally a Master's or PhD) and is funded from a principal investigator's grant funds or other sources rather than from external fellowship funds. **Examples of Post-Degree Training appointments that can qualify for H-1B sponsorship are Research Associate/Intern, Postgraduate Trainee, Graduate Intern/Trainee, and Intern (non-physician).**

**NOTE:** Postdoctoral Trainee/Fellow appointments are funded by awards from an external source (i.e. NIH, NSF, AHA, etc.) that are granted directly to the individual. While the UW is the site of activity, the employment relationship lies with the external funding source, not the UW. Therefore, Postdoctoral Trainee/Fellow appointments are not eligible for H-1B sponsorship. The UW can offer J-1 sponsorship for Postdoctoral Trainee/Fellow appointments, however. Or the employee can provide other work authorization on their own, such as, but not limited to: OPT work authorization, permanent residency card, or other EAD card that allows UW employment.

---

## Examples

### Research Associate 1 - Good

**Requirements:** Successful applicants will have completed a Ph.D. in organic chemistry by the start date, have 3 or more years working in synthetic methods/organometallic chemistry, and be highly motivated, creative, and hard-working. Ideally, applicants will have at least one high-impact first-author paper from their doctoral research and have excellent technical, writing, organizational, record-keeping, and problem-solving skills. The candidate is also encouraged to explore new project ideas and seek independent funding for future career development. It is particularly important that the candidate be team-oriented to maintain the collaborative environment in our group, as well as in the Department of Chemistry at Wisconsin.

**Job Duties:** The Research Associate will have the opportunity to work on one or both of our NIH R01-funded projects, which encompass new methods development, analogue synthesis, and coordinating with collaborators and/or facilities to carry out bioactivity studies to inform analogue design. The candidate will be expected to carry out and develop these research projects in consultation with the principal investigator and other team members. Additional duties include mentoring junior graduate students, running occasional problem-solving sessions at group meetings, and maintaining a safe working environment for the lab.

---

### Research Associate 2 - Better

**Requirements:** Ph.D. in a subject within the biosciences. At least one year of experience with mouse models and cell culture. Cancer-related research experience is preferred. Experience with publishing in scientific journals. Experience in mitochondrial biology and molecular biology is desirable.

**Job Duties:** The Research Associate will work as part of a multi-disciplinary team at the University of Wisconsin–Madison and beyond working with a genetically engineered mouse model that is prone to developing ovarian cancer. We are exploring inhibitors of oxidative phosphorylation and their potential to delay or prevent cancer onset. The mouse model has a long latency period before developing cancer, giving our team the opportunity to expose the animals to various medications and compare cancer outcomes. Survival surgeries, necropsy and tumor imaging will be part of the post-doctoral associate's responsibilities. Our University's Biocore will process the tissue for genomic and transcriptomic analyses. This work is part of a 5-year R01 which funds this post-doctoral position. The principal investigator is a gynecologic oncologist with a translational research background. A laboratory technician and senior scientist are also part of the research team.

---

### Research Associate 3 - BEST

**Requirements:** A PhD in neuroscience, cell biology or related biomedical field obtained during the last year. Candidate must be highly motivated to carry out research focused on understanding the molecular mechanisms linking aging to neurodegeneration. This position requires at least 2 years previous experience in the production/purification of recombinant proteins, working with mouse models and mammalian cell culture.

**Job Duties:** The primary duties (~85%) include but are not limited to: - Execute routine and complex research experiments, including but not limited to the following procedures: maintenance of multiple cell lines, preparation of primary neuronal cultures, histological techniques, immunofluorescence, Western blotting, immunoprecipitation, ELISA, real-time PCR, molecular cloning, site-directed mutagenesis and purification of recombinant proteins. - Maintenance of transgenic mouse colonies. - Perform behavioral analysis in mouse models of neurodegeneration. - Write up research findings for presentations at scientific and lay meetings. - Write up research findings for publication in peer-reviewed journals. - Perform technical writing in support of grant proposals. The secondary duties (~15%) include but are not limited to: - Assist with general lab maintenance. - Attend lab meetings, interact with lab investigators/staff, and execute other research-related tasks as determined by the supervising principal investigator. The percent effort devoted to the above duties may fluctuate depending on the lab's needs.

---

**ADDENDUM to H Classification Supplement to Form I-129**  
**Section 1. Complete This Section If Filing for H-1B Classification**

**Minimum degree required, including relevant area(s) of specialization:**

**Minimum job experience or training required, if any:**

**Minimum special skills, licenses, or certifications required, if any:**

**Summarize the position (purpose or goal of the work/research):**

**Describe in detail the duties this person will perform:**

**Methodologies used:**

**Equipment and software used:**

**Will this person supervise other employees? If yes, how many?**