

Scientific Writer Career Ladder Matrix

Scientific Writer Family		
Job Title	Scientific Writer	Sr Scientific Writer
Job Code	MR0055	MR0032
Pay Grade	44	46
Position Summary	Under the general direction of the Principal Investigator, or designee, the Senior Scientific Writer is responsible for writing and editing grant proposals, manuscripts, and scientific communications. The Sr Scientific Writer collaborates with UMMS departments to develop internal and external communications intended for a wide range of constituents.	Under the general direction of the Principal Investigator, or designee, the Senior Scientific Writer is responsible for writing and editing grant proposals, manuscripts, and scientific communications. The Sr Scientific Writer collaborates with UMMS departments to develop internal and external communications intended for a wide range of constituents.
Essential Functions /Scope	<ul style="list-style-type: none"> * Organize and prepare grant applications for federal and private foundations * Prepare grant progress reports according to funding mechanism (source) requirements * Review and edit student and Post- Doc Associate fellowship applications * Review and submit a variety of scientific/medical materials for peer reviewed journals and internal and external print for a wide range of constituents * Write and maintain social media content * Collaborate with researchers in collecting and organizing data * Assist with the development of figures and illustrations for grants, manuscripts and other scientific communications * Conduct review of scientific/medical literature and summarizes findings to assist with grant applications, manuscripts, presentations and other scientific communications * Develop content and organize webinars, oral and visual presentations, educational materials, and reports * Edits and proofreads articles, book chapters, grants, abstracts, posters, oral and visual presentations for style and content * Mentor graduate students, residents, and fellows in the preparation of abstracts, posters, and presentations for scientific meetings and other projects 	<ul style="list-style-type: none"> * Assist in the development and preparation of student and Post- Doc Associate fellowship applications * Conceptualize, edit and submit a variety of scientific/medical materials for peer reviewed journals and internal and external print for a wide range of constituents * Develop figures and illustrations for grants, manuscripts and other scientific communications
Required Qualifications	<p>Bachelor's degree in a science, health care, or a related field, or equivalent experience</p> <p>1-3 years of related experience</p> <ul style="list-style-type: none"> * Demonstrated ability to write scientific materials for diverse audiences * Demonstrated knowledge of social media communications * Experience with grant applications and scientific publications 	<p>Bachelor's degree in a science, health care, or a related field, or equivalent experience</p> <p>3-5 years of related related scientific/ health care communication experience</p> <ul style="list-style-type: none"> * Demonstrated ability to write scientific materials for diverse audiences * Demonstrated knowledge of social media communications * Experience with grant applications and scientific publications
FLSA Status	Exempt	Exempt
Promotional Process	Requisition	Requisition or In-family Promotion from Scientific Writer