

# position description

Date:

Title: Research Assistant 4

Department:

School:

Location:

Supervisor Name and Title:

**\*\*Highlighted areas are required if the position is working with animals.**

POSITION OBJECTIVE (Briefly describe objective of research project and position's role. Provide a brief

*Example: Coordinate and manage major activities of the study's initiatives and special projects, including: developing and updating the disparities and health equity resource directory; recruiting, training and managing interns and community ambassadors for outreach initiatives; co-leading efforts around the inter-institutional collaborative study; developing and supporting use of data evaluation instruments; coordinating data collection and surveillance efforts; organizing all program meetings; supervising staff, student interns, and representing the study within the community. Apply project management principles to organize tasks, coordinate data collection efforts, schedule and monitor project resources (financial, equipment, and staff), and ensure project deadlines and goals are met effectively and efficiently.*

2. Provide input and recommendations to principal investigator regarding significant developments in research projects

**Instruction: Describe the work the position will be communicating to the principal investigator and types of recommendations that may be made.**

*Example: Perform high level and complex analysis and calculation of data, interpret data and make recommendations to the principal investigator regarding subsequent study changes.*

*Example: Provide input and recommendations to principal investigator in ongoing program meetings and works with program leadership to identify and follow up with the internal development of new programmatic initiatives and produce summary reports for program membership.*

3. Perform the most complex quantitative analytical procedures.

**Instruction: Describe the procedures the position will be performing and what makes them complex.**

*Example: Perform the most complex research assignments using mice, cells or patient samples. Coordinate and perform complex molecular genetics experiments, including cloning and engineering transgenic and knockout mice, as well as complex in vivo mouse experiments involving bone marrow transplantation and adoptive transfers. Perform complex in vitro bioassays, flow cytometry and analyses. Isolate and grow primary cells from mice and humans and perform experiments with them. Utilize new and innovative research techniques involving a high degree of skill and training.*

*Example: Perform complex molecular genetics experiments, including cloning and engineering transgenic and knockout mice, as well as complex in vivo mouse experiments involving bone marrow transplantation and adoptive transfers. Perform complex in vitro bioassays, flow cytometry, and analyses. Utilize new and innovative research techniques involving a high degree of skill and training.*

4. Assist in developing procedures; coordinate information with others as needed.

**Instruction: Describe the types of procedures the position may be developing.**

*Example: Develop and manage study protocols and procedures for tobacco and obesity studies. Develop and maintain research project methods, techniques, procedures, and regulatory documents including IRB submissions.*

*Example: Develop data collection and intervention evaluation instruments for all project phases. Review and make recommendations on procedural development for assigned studies. Provide expert advice/consult with principal investigators on experimental planning and data evaluation.*

5.

**QUALIFICATIONS** (List any additional certifications and/or licensing needed to be successful in this position)

Experience: 5 to 8 years of related experience required.

Education/Licensing: Bachelor's degree in science.

**REQUIRED SKILLS** (List those measurable or observable knowledge, skills, abilities, and/or behaviors that are required to succeed in performing the essential functions.)

1. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
2. Relies on instructions and pre-established guidelines to perform the functions of the job.
3. Ability to operate laboratory equipment.
4. Ability to meet consistent attendance.
5. Ability to interact with colleagues, supervisors, and customers face to face.

*Additional examples:*

6. *Strong molecular biology skills (PCR, Western blots, Retroviral/Lentiviral constructs).*
7. *Strong organization skills and good habit of maintaining a clean lab working environment; demonstrate attention to detail and accuracy, time management skills, and proven ability to successfully follow-through on assigned projects.*
8. *Professional and effective verbal and written communication skills and good interpersonal skills with the ability to work and communicate with various individuals within and external to the University.*
9. *Ability to work effectively independently and collaboratively within a team (must be highly motivated, responsible, dependable and a self-starter).*
10. *Ability to work with sensitive information and maintain confidentiality.*
11. *Proficiency in Microsoft Office and GraphPad Prism is preferred. Experience using Adobe Photoshop, Illustrator, and FlowJo is a plus.*
- 12.

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WORKING CONDITIONS