

JOB DESCRIPTION

TITLE: Research Assistant

POSITION INFORMATION: Provides assistance to a research staff by collecting data, keeping records, conducting literature searches, technical research, analyzing data, and preparing reports with minimal supervision.

REPRESENTATIVE DUTIES:

1. **Research.** Conducts research and laboratory analysis for research staff, to include but not limited to measure and weigh compounds and solutions, and collect samples and other research information. This will mostly involve processing of human blood and tissue. Assistance with biomarker assays will also be required.
2. **Data Collection and analysis.** Collects various forms of data pertaining to the research project or projects, which could include database information and/or hard files, enters data into spreadsheet, data analyses and interpretation, and discusses with supervisor or principal investigator.
3. **Record Keeping.** Keeps detailed logs of all research related projects or activities.
4. **Literature Research.** Conducts literature searches.
5. **Report Preparation.** Prepares various reports concerning the progress of the project or data collected.
6. **Courier.** Sample or reagent pick-up or delivery may be required.
7. **Material Presentation.** Participates in meetings and presents research findings to fellow researchers and Principal Investigator.
8. **Laboratory Maintenance.** Prepares and maintains laboratory equipment, orders and stocks supplies, cleans glassware and run miscellaneous errands as needed.
9. **As Needed.** Performs various duties as needed to successfully fulfill the function of the position.

REQUIREMENTS:

Education: Bachelor's degree in a biological science, chemistry, physics or other health related field.

Experience: 12 months experience as a research technician

Equivalent/ Substitution: Will accept 48 months of equivalent experience in lieu of a Bachelor's degree for a total of 60 months related experience or an Associate's degree and 24 months research experience for a total of 36 months experience.

KNOWLEDGE/ SKILLS/ ABILITIES/ AND OTHER CHARACTERISTICS:

- This position will involve working on one or more grant-funded research projects.
- Must be organized and detail oriented for accuracy of data collection and maintenance of lab records.
- Must be able to handle and balance multiple tasks.
- Must have strong self-initiative to solve problems.
- Must be able to work well in a team setting.
- Must have a valid driver's license.

Advertised Physical Requirements:

- Must be able to lift objects up to 30 lbs.
- Must be able to sit for extended periods.
- Must have the ability handle frozen samples of various sizes including small cryovials.

Department Preferences:

- Prior experience with human sample processing
- Prior ELISA experience