



Job Class Specification

TITLE: Laboratory Research Assistant
FLSA: NONEXEMPT
EEO6: H30
IPEDS-SOC: 19-4020

JOB CODE: N11RAL
JOB TYPE: Systemwide
JOB FAMILY/SERIES: Res Lab

APPROVED BY: Chancellor's Designee:
Carolyn Skolnik, Associate Vice Chancellor

EFFECTIVE DATE: 10/03/2016

JOB SUMMARY

The Laboratory Research Assistant is responsible for performing research activities in a laboratory setting.

PRIMARY DUTIES

1. Perform routine laboratory maintenance and research activities such as: general housekeeping, wipe tests, ELISA assays, preparing solutions, media, stains, and buffers; cultures and specimens; autoradiograms and photomicrographs, executing biochemical procedures such as: electrophoresis, blotting, chromatography, and DNA extractions, etc.
2. Perform advanced laboratory research activities such as: animal surgery, microscopy techniques, imaging techniques, recombinant DNA techniques, protein purification, and hybridizations, etc. May participate in the design of research studies.
3. Compile and analyze research data using various relevant computer software applications.
4. Assist with literature research, editing and preparing manuscripts, scientific illustrations and computer graphics for publication.
5. Perform professional and administrative duties such as: training and guiding students and/or other laboratory personnel; assisting in developing policies, procedures and/or methods for laboratory experimentation; and ordering supplies.
6. Perform other duties as assigned.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's degree in biology, chemistry or field of study related to the research of the laboratory.

EXPERIENCE: Prior experience in laboratory environment preferred. Consideration may be given for a unique combination of education and biology or chemistry experience,

such as:

- Bachelor's degree in an unrelated field with at least 18 credits in a field related to the research in a laboratory, as appropriate,
- or
- Bachelor's degree in unrelated field with at least one (1) year of laboratory experience, as appropriate.

OTHER: Require training related to occupational safety and health, environmental compliance, shipping of hazardous materials and/or ionizing radiation. May include working in biohazardous/select agents and/or in Biosafety Level 3 Laboratories (BLS3) which require successful completion of Department of Justice security clearance for work with Select Agents and Toxins, as required by Federal regulation.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to understand and utilize scientific/medical terminology and research theory in both oral and written communications. Ability to understand and apply approved guidelines of varying research protocols. Knowledge of best practice in research protocols and procedures. Ability to use measurable and verifiable information for making decisions or judgements. Excellent organizational and project management skills. Ability to use a consultative approach to resolve issues in area of responsibility. Ability to gain knowledge and meet the reporting needs of the university's policies and practices for Institutional Review, Human Protections, Animal Protections and other the like. Ability to maintain high standards with the work being performed and maintain awareness with trends and influences. Assume personal responsibility for all outcomes; makes effective and timely decisions; and learns how to effectively use technology. Skill in various interviewing techniques. Skill in data abstraction and entry into study specific database software applications. Skill in statistical interpretation and data analysis using statistical software as well as spreadsheet and database software applications. Ability to effectively communicate both verbal and written thoughts, ideas, and facts. Writes and presents information in a clear and concise way. Interprets and understands written information and is able to listen attentively to verbal and non-verbal cues that lead to a deeper understanding. Ability to maintain confidentiality of subjects and information obtained. Ability to network with, and provide information to key groups and individuals. Ability to work as part of a team. Ability to work cooperatively with others and demonstrates professional, ethical, respectful, and courteous behavior when interacting with others. Capable of interacting pleasantly and positively with other to meet customer expectations, and provide follow up with customers.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Biosafety Laboratory Level 3 have additional guidelines specific to working in BLS3 environments requiring the receipt of BLS3 training, ability to demonstrated proficiency in BLS3 practice and techniques, and participate in medical surveillance. May be required to have current tetanus and/or diphtheria shots.