

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 summary of the scope, objective or role, and key responsibilities of the position. Describe how the position supports, contributes, or is linked to the project's or program's mission.)

Working with high degree of independence and under general direction, the Research Assistant 4 will coordinate major activities of the laboratory and research staff. **This position will work with animals.**

Example: Working with a high degree of independence and under general direction, the Research Assistant 4 will coordinate major activities in novel anti-cancer target and drug development for pancreatic cancer. This position will utilize a variety of experimental procedures ranging from in vitro cell culture to in vivo animal models. In addition, this position will execute complex recovery surgical procedures to establish and maintain a patient-derived xenograft colony. This position will work with animals.

Example: Working with a high degree of independence and under general direction, the Research Assistant 4 will coordinate major activities for the facility, providing expert service in a broad range of genomic technologies using a variety of high throughput analytic platforms for investigators. Provide expertise in a broad range of genomic technologies, provide input and recommendations for experimental design, including proper use of controls and be able to communicate complex concepts in working with principle investigators, students and research staff.

ESSENTIAL FUNCTIONS (Action statements to attaining job objective that would include the below benchmarks. Essential functions would include any function that represents a percentage of 6% or more)

1. Coordinate major lab/research activities and staff

Instruction: Describe the types of major lab/research activities the position would coordinate.

Example: Coordinate all major activities and research in the lab. This includes maintaining schedules for staff, ensuring compliance with protocol guidelines and requirements of regulatory agencies; identifying problems and/or inconsistencies and monitor study participants' progress to include documentation and reporting of adverse events; recommend corrective action as appropriate. Prepare IRB updates. Represent the lab and serve as a liaison between study sponsors, clinical research organizations, and study monitors providing direction on a variety of issues. Plan and manage site visits including accurate chart information, adverse event reports, information for data queries, and information for internal and/or external audits as required for each study and each study participant

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. Teach or instruct others in research techniques.

Instruction: Describe who the position will be teaching and the topics of instruction.

Example: Train assigned stakeholders on human subjects research and ensure all proper institutional training/documentation has been received prior to initiation of work on DHRI protocols. Teach postdoctoral scholars/fellows and trainees biobanking best practices.

Example: Train team members in utilization, analysis and presentation of registry data. Provide analytical and pre-analytical training and oversight to laboratory staff.

6. Co-author research projects

Instruction: Describe the activities the position will be responsible for regarding co-authoring research projects.

Example: Participate in manuscript and grant writing, co-author research projects and independently write sponsor progress reports, manuscripts, grant and pilot applications.

Example: Co-author manuscripts and abstracts regarding manufacturing techniques and results related to clinical trials.

7. May supervise Research Assistants and Technicians

Instruction: List the positions the position will be supervising and any related supervisory activities.

Example: Supervise project staff, including research associates and lower level research staff, assure all guidelines are followed by the project staff for each study. Facilitate weekly project reports.

Example: Supervise research staff employees (including two research assistants and one research technician) and student interns involved with the research project in various capacities. Assign weekly tasks and manage progress check-ins.

NONESSENTIAL FUNCTIONS (Marginal or infrequent functions. Nonessential functions would include any function that represents a percentage of effort of 5% or less)

Perform other duties as assigned.

CONTACTS (indicate frequency (daily, weekly, etc.); position contacted; frequency; and purpose of contact)

Department: Daily contact with supervisor and lab members to discuss research and maintain workflow.

University: Occasional contact with other departments to share information and collaborate on projects.

External: Limited or no contact with vendors to exchange information.

Students: Occasional contact with student employees to explain policies and procedures.

SUPERVISORY RESPONSIBILITY (List the job titles of the direct report under supervisory responsibility)

May supervise research assistants and technicians.

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. *Ability to maintain meticulous, complete, and easily retrievable laboratory data.*
13. *Ability to willingly learn new techniques and procedures as needed, follow established protocols or laboratory procedures and request clarification if necessary.*
14. *Must demonstrate compliance with university animal research and care (ARC) policies and procedures and compliance to regulations of the Animal Welfare Act, Public Health Service Policy, AAALAC guidelines and other applicable regulatory guidelines.*
15. *Must demonstrate compassion for animals within university facilities and dedication to the Animal Resource Center's mission. Must handle animals with care and respect at all times.*
16. *Must be able and willing to learn new techniques, procedures, processes, and computer gear to protect the health of the animals.*
17. *Previous experience working with animals preferred.*

WORKING CONDITIONS (Identify the general working conditions Describe general conditions, exposure hazards, ergonomic concerns, personal protective equipment required, travel requirements and physical demands, which relate to the essential functions of the position. Hazards may include exposure to chemicals, commercial products, bloodborne pathogens, radioactive materials, x-ray, fumes, laser, infectious agents, etc.)

Example: General laboratory environment. The employee will be exposed to blood-borne pathogens, chemicals, and radiation. Employee will need to wear appropriate protective equipment such as gloves, coat, and eyewear. Working conditions will require working at the bench in a molecular genetics/ biology laboratory, working with mice and other animal models in the laboratory and in the animal facility, and when needed working outside standard working days or hours as required by the needs of a given experiment.

Example: General laboratory environment. The lab is an open floor plan with abundant bench space for animal handling and manipulations. Ample desk space with computers are also provided. The lab is equipped with one shared fume hood for storage of hazardous and non-hazardous materials. A common equipment room located adjacent to the lab are equipped with animal euthanization station. The cell culture room nearby is equipped with incubators, culture hood, and microscope. Major physical demands include transferring animals between the lab and the animal holding facility, maintaining the animal colonies, as well as weekly changes of mouse/rat cages.

Case Western Reserve University's animal facilities are accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC) and is managed according to the "Guide for the Care and Use of Laboratory Animals" appropriate Federal Animal Welfare Regulations, and the Public Health Service "Policy on the Humane Care and Use of Laboratory Animals." This position, and all animal research personnel, are subject to internal compliance to SOM Animal Resource Center Standard Operating Procedures and to compliance regulations of the Animal Welfare Act, Public Health Service Policy, AAALAC guidelines, the State of Ohio Veterinary Practice Act, Federal Drug Enforcement Administration regulatory guidelines, US Food and Drug Administration Center for Veterinary Medicine regulations and other applicable regulatory guidelines.