Entry Date: Month and Year

Employee:

Jobcode and Title: 161023 Research Assistant 3 (SG12,EX40)

Business Title:

Department ID and Name:

Management Center or School:

Location:

Supervisor Name and Title:

POSITION OBJECTIVE

Working under limited supervision, coordinate research work in medical and related technical areas. Provide a **brief** summary of the scope, objective or role, and key responsibilities (typically three to four) of the position. Describe how the position supports, contributes, or is linked to the organization or program's mission. If the position supports research, briefly describe objective of the research project. This position will work with animals.

ESSENTIAL FUNCTIONS This section uses action statements including the benchmarks below to explain key work activities that achieve the position objective. Limit this section to duties and responsibilities that account for 6 percent or more of the position. List each function in descending order of importance and indicate the percentage of time spent on performing the duties. Use clear and concise verbiage; avoid gender-based language; group closely related duties together in one responsibility statement. Together with the nonessential function(s) below, the total time spent performing the job duties should equal 100 percent.

1. Coordinate laboratory/ research activities. Provide supporting details. (%)
2. Work closely with the principal investigator. Provide supporting details. (%)
3. Carry out complex research assignments of a non-routine nature. Provide supporting details. (%)
4. Devise new protocols and techniques for research projects involving a high degree of skill and training. Provide supporting details. (%)
5. Evaluate adequacy of techniques; study and test new procedures and analyzes data. Provide supporting details. (%)
6. May supervise students and technicians. Provide supporting details. (%)
7. May co-author research projects. Provide supporting details. (%)
8. May monitor the laboratory budget. Provide supporting details. (%)

NONESSENTIAL FUNCTIONS List duties that are marginal or infrequent. Include percentage of time spent on all functions that are 5 percent or less (percentages should total 100 percent for both essential and nonessential functions together).

Perform other duties as assigned. (%)

CONTACTS This section is important in rating the position, so please give it thought and consideration when developing the position description. Indicate who the incumbent will have contact with (i.e., department staff, students, potential donors), the frequency (i.e., infrequent (up to 5%), occasional (6-15%), moderate (16-30%), regular (31-45%), frequent (46-65%), and continuous (66+%) **and for what purpose** (i.e., provide information, resolve complaints, solicit donations).

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

University: Occasional contact with other departments to share information.

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

Students: Contact with student employees to exchange information.

SUPERVISORY RESPONSIBILITY

May supervise students and technicians.

QUALIFICATIONS

Experience: 3 to 5 years of related experience required.

Education: Bachelor of Science degree required.

REQUIRED SKILLS

1. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. provide
2. Relies on instructions and pre-established guidelines to perform the functions of the job.
3. Ability to operate laboratory equipment. Provide
4. Demonstrated history of successful support, education, and advocacy for all students, aligned with the values, mission, and messaging of the university, while adhering to the staff policy on conflict of commitment and interest.
5. Ability to meet consistent attendance.
6. Ability to interact with colleagues, supervisors and customers face to face.
7. 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.
8. Must be able and willing to learn new techniques, procedures, processes, and computer gear to protect the health of the animals.
9. Previous experience working with animals preferred.

WORKING CONDITIONS

Identify the working conditions and physical demands, which relate to the essential functions of the position, such as working indoors/ outdoors, working with exposures to hazards, etc. Include special considerations for the position, such as occasional travel or necessary overtime. General laboratory environment. May have exposure to hazards. Provide hazard details.

Case Western Reserve University’s animal facilities are accredited by the Associate 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 the School of Medicine’s 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.