Entry Date: Month and Year

Employee:

Jobcode and Title: 162051 Senior Research Assistant 1 (SG09, NE40)

Business Title:

Department ID and Name:

Management Center or School:

Location:

Supervisor Name and Title:

POSITION OBJECTIVE

Working under general supervision, carry out research project according to specific instruction. 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.

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. Carry out experiments according to specific instructions. Assist with planning experiments. Provide supporting details. (%)
2. Collaborate with lab staff and principal investigator to conduct a series of experiments to supply scientific information as part of a larger project. May conduct specific experiments and tasks independently. Provide supporting details. (%)
3. Organize samples and analyze data in order to contribute to larger projects. Provide interpretation of data and suggest potential improvements to techniques and procedures. Provide supporting details. (%)
4. Maintain certain equipment and/or facilities. Provide supporting details. (%)
5. Manage supplies of the lab, including inventory and submitting orders as requested. Provide supporting details. (%)
6. May assist in training new staff and students on lab operations and maintenance; direct the work of students. Provide supporting details. (%)

NONESSENTIAL FUNCITONS 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

This position has no direct supervision of staff employees. Train new staff; direct the work of students.

QUALIFICATIONS

Education/Experience: Bachelor's degree and 6 months of related experience or Associate's degree in an approved biotechnology program and 1 year of experience required.

REQUIRED SKILLS

1. Knowledge of commonly-used concepts, practices, and procedures list specific items 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. 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.

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 (list hazards).