Date: MONTH 2022

Title: Research Associate I (Laboratory Research)

Department:

School: Medicine

Location:

Supervisor Name and Title:

POSITION OBJECTIVE

Provide a summary of the research and the scope, objective or role, and key responsibilities of the Research Associate. Include if this position will lead a team or work closely with the PI and how this position will support and contribute to the mission and objective of the research. Think about how the RA will be evaluated at the end of the appointment period – what are the expected objectives and outcomes of this role?

Example: The Smith lab focuses on…. The Research Associate will execute research projects with the aim of ……… Under the guidance of the PI, the Research Associate is expected to work independently, design and plan projects, oversee collaborations, supervise students, manage animal models, and carry out research activities of an assigned project through completion. The Research Associate will utilize ….(methodologies, techniques, etc.). The Research Associate will keep the PI informed of progress of research projects and provide recommendations on experimental design. The Research Associate will also present data and findings at lab and scientific meetings, seminars, etc., prepare manuscripts, and contribute preliminary data for grant proposals.

ESSENTIAL FUNCTIONS (Adapt this template to the expectations of your RA position. The functions included in this template provide benchmarks for a RA position: independently executing research projects of the PI, planning (and may design own) research projects, oversight of lab members (including day-to-day oversight of research projects, training, and mentoring), expert skill and knowledge to make contributions to the lab/research. Not all functions as written may be applicable to your position and additional functions may be included. Allocate a % to each essential function totaling 100%.)

1. Plan and execute experiments for research projects designed by the principal investigator and may design experiments independently and in collaboration with the PI. Assist with and coordinate experiments performed by other lab members, ensuring adequate resources, assisting with experimental design and analysis. Oversee progress of the research projects and provide regular progress reports to the PI; and provide input and recommendation to principal investigator regarding significant developments in research projects. Ensure the PI is informed about the results of lab members, and ensure the PI’s experimental strategy is explored by lab members and through independent experiments by the Research Associate. (##%)
2. Conduct experiments to supply scientific information as part of a larger project. Studies involve but are not limited to analysis of….., (ex: Western blotting, ELISA, DNA and RNA isolation, PCR, in vivo studies using animals, etc.) Maintain accurate records of data and provide findings and recommendations to the PI based on analysis.
3. Assist the PI in and independently develop new techniques and protocols. Train lab members on new techniques.
4. Mentor and train lab staff and graduate students; oversee research work and ensure pro jects are being completed according to the research plan. This will involve teaching other members of the lab techniques and scientific discovery methods, including students and post-docs. Assist and teach both established and new research techniques to other lab members to facilitate their experiments. Coordinate trainings for lab members with the EHS and others, as needed.
5. Present data and findings at laboratory meetings and scientific meetings, seminars, etc. Prepare manuscripts, and contribute preliminary data for grant proposals.
6. Independently author research projects. Assemble data and make publication-quality figures from analyzed data. With the highest level of integrity and responsible conduct of research, participate in writing manuscripts as a first author and co-author for discoveries from research performed in the lab, together with the PI and other lab members.
7. Assess, update, and develop new standard operating procedures (SOPs) for the lab.
8. May supervise research assistants and technicians. Supervise the research and technical work performed by other lab members, ensuring proper lab procedures are followed, and their safety, and ensuring adequate resources are provided for lab work.
9. Operate laboratory equipment such as…… Assist other lab members with general lab maintenance and help oversee and maintain inventory of scientific reagents.

NONESSENTIAL FUNCTIONS

1. Perform other duties as assigned.

CONTACTS

Department: Frequent contact with PI and lab members, may work with other faculty for collaboration of research projects, contact with administrative staff as needed

University: Regular/Occasional contact with other labs for collaboration, Regular/Occasional contact with the Animal Resource Center, Contact with other departments as needed

External: Supply vendors, other institutions, funding agencies, etc. as needed

Students: Undergraduate and graduate student employees working in the lab

SUPERVISORY RESPONSIBILITY

No direct supervisory responsibilities. Will train and provide oversight to lab staff and students.

Direct supervisory responsibility includes the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline subordinate employees or effectively recommend such actions.

RA’s are not required to supervise and often do no supervise lab staff. Instead, RA’s may be responsible for training and/or mentoring other lab staff and students.

QUALIFICATIONS

Education/Experience: Master’s degree and a minimum of 5 years of related experience required. Or PhD, MD, or other terminal degree *(indicate accepted terminal degrees)* in *specified field of study*) and 0 or more years of experience required. (Minimum years may be higher - salary range should correlate to the required experience.)

REQUIRED SKILLS

1. *Technical skill?*
2. *Technical skill?*
3. Excellent analytical skills; ability to formulate findings and recommendations from the analysis.
4. Excellent oral and written communication skills and interpersonal skills; must demonstrate the ability to effectively and professionally communicate and work with various individuals within and external to the University.
5. Strong organization skills; ability to multi-task, prioritize, and meet deadlines. Must demonstrate attention to detail and accuracy, time management skills, and follow-through. Must be able to work under pressure and conform to shifting priorities, demands, and timeline.
6. Effective leadership skills; ability to lead, train, work with, and elicit cooperation from team members and staff.
7. Ability to work effectively independently and collaboratively within a team. Must be highly motivated, responsible, dependable, and a self-starter.
8. Effective problem-solving skills; must demonstrate innovation and creativity, sound judgment, and good decision-making.
9. Good computer skills, including database management. Ability to learn new programs as needed. Include other computer skills or use of specific programs needed.
10. **Animal research only:** Must demonstrate compliance with CWRU 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.
11. **Animal research only:** Must demonstrate compassion for animals within CWRU facilities and dedication to the Animal Resource Center’s mission. Must handle animals with care and respect at all times.
12. **Animal Research only:** Must be able and willing to maintain a high standard of personal cleanliness and utilize protective gear to protect the health the animals.

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 animals, exposures to hazards, etc. Include special considerations for the position, such as occasional travel or necessary overtime (occasional/frequent early mornings, evenings, weekends).

**Animal research only:** Case'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.

DIVERSITY STATEMENT

In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply.