Research Assistant Job Description

Department of Occupational and Environmental Health

### Job Summary:

Conduct experimental laboratory research work, including testing and evaluating current procedures; and assist in validating the experimental test data obtained.

Position Responsibilities:

Performing research on specified topics related to toxicology research, including researching current literature for methods and trends and subsequent evaluation of those methods.

Assist in executing designated experiments, including the procurement of laboratory animals, chemical and biological reagents and related supplies.

Adhere to established laboratory protocols and animal care and use protocols to ensure data quality and integrity.

Assist in validating the data obtained from experimental procedures and recommend additional tests and/or modifications.

Assist in writing laboratory protocol documents that describe experimental procedures in detail.

Assist in the analysis of data and the planning of research presentations.

Prepare graphs and other illustrations to facilitate the interpretation of research findings.

Assist in the preparation of research progress reports, including summarizing test results of participating investigators, and assist in the preparation of posters and manuscript for publication.

Gain knowledge of environmental health research through reading, conferences and seminars.

Instruct students and others in methods and instrument operation.

Respond to requests for technical information from collaborators.

Maintain effective working relationships with faculty, staff, students and collaborators.

Universal Competencies:

Collaboration and Embracing Diversity

Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.

Positive Impact/Achieving Results

Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate scientific integrity and ethical behavior in diverse situations while producing results.

Service Excellence/Customer Focus

Ability to meet or exceed research needs and expectations and provide excellent performance while working with research colleagues. Ability to effectively transmit and interpret information through appropriate communication with internal and external colleagues and collaborators.

Supervision Received:

Supervision is received from the Laboratory Principal Investigator. Day-to-day tasks may also be assigned by senior lab staff.

### Supervision Exercised:

Functional supervision may be exercised over undergraduate students and student hourly employees.

Required Qualifications:

Requires the academic knowledge of a discipline plus the ability to translate, adapt and apply the knowledge that is generally associated with a Bachelor's degree in the biological sciences, or an equivalent combination of education and experience.

Minimum of six months experience in biomedical research.

Excellent written and verbal communication skills.

Experience with personal computers and a working knowledge of word processing and data management software.

Desired Qualifications:

Experience in the conduct of bioactivity assays or immunoassays in microtiter plates.

Experience with laboratory record-keeping.

Experience with coordination of research functions.

Experience in the conduct of toxicology-related laboratory research.

Experience handling rodents.

Experience using microscopes.

Demonstrated ability to pipette small volumes accurately.

Working knowledge of software including Word, Excel, PowerPoint, Outlook, EndNote (or other reference managing software) and graphing software (e.g. Prism, SigmaPlot).