Date: Month and Year

Title: Research Assistant 1

Department:

School: Medicine

Location:

Supervisor Name and Title:

POSITION OBJECTIVE

Working under moderate supervision, perform research work in medical and related technical. 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. Perform research work in medical and related technical areas involves use of lab skills. Provide supporting details. (%)
2. Conduct analysis of samples. Provide supporting details. (%)
3. Record results for a particular experiment or closely related series of experiments. Provide supporting details. (%)
4. Maintain records of experiments. Provide supporting details. (%)
5. Maintain test equipment utilized in experiments. Provide supporting details. (%)
6. Order laboratory supplies. 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

This position has no direct supervision of staff employees.

QUALIFICATIONS

Education/Experience: Bachelor’s degree in science and 0 to 1 year of experience or Associate's degree in an approved biotechnology program and 0 to 2 years of experience required.

REQUIRED SKILLS

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.

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.