



Research Technician

Job Code: 3736

Salary Grade: S06

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides assistance to a research staff by conducting simple research experiments, collecting data and samples, keeping records, conducting literature searches, analyzing data, and preparing reports.

- Conducts simple research and/or laboratory analysis to include but not limited to measure and weigh compounds and solutions, isolate, identify and prepare specimens, and collect samples and other research data.
- Assist in simple clinical or non-clinical research projects collecting data from patients and/or participates in a study or project.
- Collects various forms of data pertaining to the research project or projects, which could include database information patient consent forms, and/or hard files.
- Interprets and analyzes data and discusses with principal investigator.
- Prepares reports concerning the progress of the project.
- Keeps detailed logs of all research related activities.
- Conducts literature searches.
- Conducts data analyses, interprets results, summarizes findings, and presents to Principal Investigator
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's Degree in a Biological Science, Chemistry, Physics, Psychology, Sociology, or other health related field.

Equivalency/Substitution: Will accept 48 months equivalent experience in lieu of the Bachelor's Degree.

Experience:

No experience required.

Certifications or Licenses:

None.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of laboratory safety procedures and regulations.
- Proficient with computers including data software and Microsoft Office Suite (Outlook, Excel, and Word)
- Ability to communicate verbally and in writing.
- Ability to be detail oriented.
- Ability to collect and analyze data.

Working Conditions

Physical:

Standing for prolonged periods. Manual dexterity. Reaching, bending, stooping, and walking.

Environmental:

Laboratory Environment. Exposure to chemicals, biohazardous materials, carcinogens, or other hazardous materials.

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