**Title Details**

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| Employee Type | AP-Administrative Professional |
| University Title | Scientific Assistant |
| Title Code | 1161 |
| Function General Scope | Positions assigned to this class are responsible for performing laboratory and/or field research involving biological science, chemical science, physical science or engineering disciplines. Positions require spending the majority of the time in identifying and defining research problems, designing approaches or hypothesis and methodology, designing specific phases of research projects, analyzing results, developing conclusions and hypothesis, and/or presenting research results in publishable form. Duties include but are not limited to, conducting highly complex, advanced technical laboratory analyses; designs, selects, modifies and/or adapts procedures to specific project requirements; evaluates research data; ensuring quality control, makes substantive suggestions for improvement in techniques and interpretation, which requires significant, in-depth knowledge of specific area of study. |

**Job Duties and Responsibilities**

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| Summary of Duties | Performs laboratory research including the design of research approaches and identifying and defining research problems. Collect, analyze and interpret research data. Ensure quality control, make improvement to techniques and interpretation. Assist in preparing journal publications and progress reports etc., Manage and maintain daily laboratory operations. Conducts general laboratory maintenance and routine care of scientific instrumentation; orders supplies, keeps inventory records and maintains a safe working environment. |
| Job Function, % Time, Essential | 30%, Research, Essential |
| Duties Performed | Participate in the development and design of research projects, protocols, experiments, techniques and procedures.  Analyze and evaluate current methodologies and modify or adapt to fit research project goals.  Independently conduct research by applying established or modified methods. |
| Job Function, % Time, Essential | 20%, Data, Essential |
| Duties Performed | Maintaining records of experiments; compiling data into graphic, tabular or other formatting and performing statistical analysis and analytical modeling; preparing data for publication; coordinating with other research and support personnel. |
| Job Function, % Time, Essential | 20%, Laboratory Operations, Essential |
| Duties Performed | Coordinate, manage, and maintain daily lab operations.  Maintain and ensure compliance with regulatory and safety protocols and records.  Manage operation of specialized equipment in laboratory including set up, calibration, monitoring performance and performing routine maintenance on laboratory equipment and scientific instrumentation.  Oversee quality control, make suggestions for improvement in techniques and interpretation.  Assess laboratory inventory and order lab supplies and equipment as necessary. |
| Job Function, % Time, Essential | 20%, Research Support |
| Duties Performed | Planning and organizing the logistics research projects, preparing equipment and purchasing supplies, developing and implementing experimental protocols and establishing cooperative programs with other research units.  Setting up, calibrating, operating, maintaining and repairing various scientific measurement and sampling instruments and systems as well as electronic data acquisition and control systems.  Supporting development of program and project ideas and preparing proposals and marketing materials to obtain support and funding. |
| Job Function, % Time, Essential | 5%, Supervision and Training, Essential |
| Duties Performed | Supervise student workers, interns and part time help.  Train, advice and lead, students and other technical personnel with regards to all general laboratory protocols as well as equipment operation, calibration, use-scheduling, and maintenance. |
| Job Function, % Time, Essential | 5%, Other, Non-Essential |
| Duties Performed | Perform other duties as assigned. |

**Supervisory/Lead Responsibilities**

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| Does this position lead the work of others? | Yes |
| Does this position supervise the work of others? | Yes |

**Position Qualifications**

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| Required Qualifications | A Bachelor’s degree in an appropriate related scientific or engineering discipline and three (3) years of progressively responsible related professional research experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. A Master’s degree in an appropriate related scientific or engineering discipline may be substituted for up to one year of the required work experience. |
| Additional Requirements |  |
| Preferred Qualifications | Master’s degree in relevant field |