Laboratory Research Assistant/Technician II

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Grant & Trust Administrative & Technical

Laboratory Research Assistant/Technician II

Human Health and Nutritional Sciences

Temporary full-time from December 1, 2021 to November 30, 2022
Hiring #: 2021-0642

Please read the Application Instructions [1] before applying

About Us

We are a multidisciplinary cardio-respiratory/endocrinology translational research lab. Using state-of-the-art surgical and genetic animal models, combined with protein biochemistry, molecular and histology techniques, we are interested in understanding the underlying mechanisms of disease (cardiac, respiratory, metabolism) with a focus on developing better diagnostics and therapeutic treatment strategies. We are a diverse and dynamic lab, comprising volunteers, undergraduate and graduate students along with PDFs that work collaboratively and collectively within IMPART (www.impart.team [2]). This position will require working independently and collaboratively as part of a research team and must have a positive attitude to adapt/learn new methods/technique as required.

About You

You have a background in molecular/proteomic techniques (e.g., qPCR, protein purification/quantification, insitu hibridization, histology, ELISA) OR physiology (animal husbandry and maintaining transgenic animal colony, genotyping, small animal surgery, hematological analysis. You also bring an administrative skill and experience tracking and updating AUPs, maintaining compliance with ACC/CCAC guidelines, ordering and maintaining laboratory supplies and assisting with preparing grant submissions.

You must be highly motivated and demonstrate a strong work ethic along with the ability work effectively in a team environment. You are adept at prioritizing multiple tasks throughout the day with minimal supervision. You are readily able to anticipate the needs of the team and take initiative to complete tasks, as the team relies on the lab assistant for the completion of work on time, and to the highest standard of quality

Responsibilities

Accountabilities of this role include, but are not limited to:

- Effectively and efficiently manage all administrative tasks (including but not limited to: grant tracking/financial reconciliation of accounts, process travel/expense claims, CV and student training documents - required EHS courses and Animal care training)
- Maintaining a clean and safe laboratory.
- Update social media, website and other communications.
- Prepares and/or maintains media, buffer, reagents, solutions, cultures and related material according to test specifications for routine laboratory use.
- Monitoring and maintaining stocks of chemicals, reagents and materials in the lab.
- Operate, maintain and troubleshoot problems with basic lab equipment.
- Ensure appropriate disposal of waste materials
- Ensuring that the necessary material support is available to laboratory students for daily operation of the lab.
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- Assist with preparation/maintenance of research documentation (e.g., animal utilization protocols and ethics submissions)
- Colony maintenance (Follow CCAC standards, animal husbandry and genotyping). Provide routine animal care and assist clinicians when necessary
- Participate in managing, co-ordinating and conducting research projects
- Routine specimen collection and analysis, following standardized laboratory protocols.
- Assist with analysis of experimental results, including basic data presentation and statistics.

Requirements

- A minimum of 2-3 years of post secondary education in molecular biology, RLAT, or a related field, combined with some experience, or an equivalent combination of education and experience
- Proven competence to communicate effectively both verbally, electronically and in writing
- Capability to work independently at simultaneous tasks
- Highly developed analytical, organizational skills
- Outstanding interpersonal and communications skills
- Conversant with Microsoft Suite including PowerPoint, Excel and Word
- Able to lift up to 20lbs
- Demonstrated commitment to a high level of safety practices in the performance of work. Adhere to EHS/CCAC guidelines

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Classification Grant/ Trust fund position, Band B
GTAT (Grant & Trust Administrative and Technical) Salary Grid [3]

At the University of Guelph, fostering a culture of inclusion [4] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 11 29
Closing Date: 2021 12 13


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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[3] https://www.uoguelph.ca/hr/system/files/2020-2023%20-%20GTAT%20Salary%20Grid%20%28AODA%29_0.pdf
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