

Research Assistant/Technician III - GTAT Band C

Job Class Code: 100605

Positions at this level perform varied or more complex technical tasks requiring formal training, specialized knowledge and/or experience. Conduct standard research activities which are normally directed by a Research Associate or senior researcher. Coordinate and conduct experiments according to established methods and procedures, but requires some knowledge of related scientific theory and practices.

Typical Duties may include some or all of the following:

- Collects, records, and analyzes experiment results requiring an understanding of the specific research discipline in order to make appropriate observations, identify anomalies, and/or select appropriate procedures, equipment and standards to produce required data
- Recognizes and investigates obvious deviations in research results and anomalies prior to escalating to senior researcher
- Independently performs experiments, utilizing more specialized procedures or techniques such as catheterizations, necropsies, blood sampling, minor surgical procedures involved in animal surgery, clinical health assessment of animals
- Conducts preliminary data analysis; Processes, organizes and summarizes data, reporting experiment results using a variety of scientific, word processing, spreadsheet or statistical software applications
- Conducts literature searches; collates, organizes and summarizes material for the preparation of research papers, manuscripts, progress reports, articles or other documents for publication and/or presentation
- Contributes to initial drafts of scientific reports, manuscripts, grant proposals and other research presentations and documentation, including formatting of manuscripts, tables and figures for submission to scientific journals
- Determines the acceptability of data based on provided quality control parameters; Recognizes obvious deviations in research results and anomalies and flags for senior researcher to address
- Implements quality control and assurance protocols
- Generates progress reports for research team, writes and/or acts as resource for the development of laboratory protocols
- Enforces laboratory safety rules and procedures
- Serves as a source of information or reference on standard research techniques, and trains others in technical procedures or operations, including use of precision laboratory equipment and instruments and provide recommendations on appropriate use, including guidance to students on use of equipment or standard research techniques for their research projects.
- Sets up, tests, calibrates, operates and maintains complex laboratory and other equipment; some troubleshooting to resolve equipment malfunctions before arranging for repairs; analyzes test results to measure the performance of developed systems and makes adjustments to experimental prototypes/systems as required
- Develops promotional strategies and related materials to encourage research support and recruitment of research participants
- Assists in preparing presentations for meetings, seminars, and conferences
- Audits the accuracy and validity of data entered in databases
- Assists with the design and maintenance of databases, data collection forms, and related programs for data collection, analysis and reporting
- Administers questionnaires and rating scales requiring judgement in applying non-routine scoring procedures
- Assists in developing interview and focus group protocols

Decision Making/Accountability: Work requires interpretation/analysis of data, and judgement in determining

appropriate protocol and responses to problems. Some judgement in applying standard scientific principles, and interpreting research data.

Contacts/Interpersonal Skills: Contacts and interactions may extend beyond associates within their work area or research project; May present/discuss ideas related to research project to others within research team.

Supervision Received: Works under general supervision; receives detailed instructions on the assignment of new duties and thereafter only on new or unusual problems. Incumbent makes day-to-day decisions based on guidelines provided; Consults with supervisor on decisions that deviate outside of provided guidelines.

Supervision Exercised: May schedule, assign and check work performed by junior level research assistants.

Working Environment: Work may be performed in an office, laboratory, or field work outside, with potential exposure to outdoor elements, temperature extremes, chemicals and/or hazardous materials or equipment. May operate machinery or equipment or work with animals, where there is an increased risk of injury.

Minimum Qualifications:

- University degree in a relevant discipline, with some (less than 1 year) experience required
- Or equivalent combination of education and experience (some roles may require more extensive experience or training in a particular area of research)