

Research Assistant/Technician II - GTAT Band B

Job Class Code: 100604

Positions at this level perform moderately complex tasks of a technical nature, following routine experimental protocols and working within well-defined guidelines and procedures. Conduct research activities with much supervisory oversight from a Research Associate or senior researcher, but with some judgement or choice of action requiring some specialized knowledge related to the research discipline/area of focus.

Typical Duties may include some or all of the following:

- Coordinates workshops, seminars, meetings; Schedules and arranges symposium, conferences and other large-scale events
- Updates social media, website and other communications based upon approved guidelines and materials
- Administrative duties, such as transcribing meeting minutes, drafting correspondence, processing payroll and human resources documentation/forms, processing travel and expense claims
- Coordinates and maintains research documentation and records, including those required to meet regulatory compliance and quality assurance
- Coordinates and assists with the preparation of research documentation (e.g. ethics submissions)
- Writes and updates lab manuals and/or standard operating procedures
- Processing of basic financial transactions, invoices, purchase orders, financial reconciliation of accounts, following specific guidelines and processes.
- Administers and monitors operating budgets and grants ensuring accuracy of transactions processed; Maintains documentation for all transactions and reconciles accounts; Follows up and resolves discrepancies and brings unresolved issues to the attention of the supervisor.
- Contacts and schedules study participants/focus groups, coordinating logistics such as room bookings and materials
- Participate in the development of promotional strategies and related materials to encourage research support and recruitment of participants
- Administers research questionnaires, standardized tests and/or scripted interviews to research participants, collecting data using established criteria
- Organizes laboratory and stock, maintains inventory, replenishing/ordering supplies as required
- Sources equipment/supplies from external vendors, obtaining quotes, and may include some limited negotiation on pricing
- Assists with conducting or running experiments or research work following standardized guidelines and procedures, including recording and/or coding data requiring some judgement/interpretation
- Assists in analyzing experiment results or research data by performing tasks such as assembly, compilation and summary of basic statistical and other data
- Routine specimen sampling and analysis following standardized procedures and guidelines
- Provides routine animal care, and assists clinicians with animal surgery, post-operative care and/or necropsy
- Prepares and/or maintains media, buffer, reagents, solutions, cultures and related material according to test specifications for routine laboratory use
- Operates, maintains and troubleshoots problems with basic lab equipment
- Ensures sterilization/decontamination of laboratory material and glassware, and appropriate disposal of waste materials

Decision Making/Accountability: Works within defined guidelines and procedures, but exercises judgment in establishing priorities and carrying tasks through to completion and applying standardized criteria in determining acceptability of results; new or unusual problems are referred to supervisor.

Contacts/Interpersonal Skills: Contacts and interactions may include others outside of immediate work area or research project, and consist mostly of maintaining positive relationships while working with others and extending common courtesies. May be required to provide unwelcome information to others or be first point of contact for upset individuals requiring tact and diplomacy, but would escalate to supervisor for resolution if required.

Supervision Received: Works under general supervision in carrying out familiar phases of duties and responsibilities; receives instructions during orientation and on subsequent new assignments or changes in procedures.

Supervision Exercised: None but may explain work sequences to others.

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

Minimum Qualifications:

- 2-3 years of post-secondary education, with some experience required. This may include (but not limited to): a laboratory technician or related program to acquire more specialized skills/knowledge, with some experience and exposure to lab/research environment; office administration or introductory accounting program to acquire necessary computer skills and/or understanding of basic accounting principles; marketing and communications to acquire specialized communications, event-planning skills.
- Or equivalent combination of education and experience (some roles may require more extensive experience or training in a particular area of research)