

Research Assistant/Technician I - GTAT Band A

Job Class Code: 100603

Positions at this level perform basic, routine tasks or work of a repetitive nature, requiring little to no interpretation or analysis. The work is highly prescribed and defined by standard operating procedures or work instruction, with variations/deviations referred to a supervisor. Conducts research activities with much supervisory oversight from a Research Associate or senior researcher.

Typical Duties may include some or all of the following:

- Administrative duties, such as record keeping, basic word processing, maintaining lab manuals, setting up labs, collating documents and filing
- Organizes and schedules meetings, interviews, focus groups and other research related events
- Provides basic information and answers general inquiries from clients or research participants (e.g. date and times of focus groups, directions)
- Maintains office supplies and office equipment (e.g. photocopier, printers, etc.), coordinating repairs as required
- Prepares courier shipments, including required paperwork
- Maintains inventory and orders basic lab supplies as directed
- Maintains research-related records and databases, entering data according to established protocols
- Assists with general laboratory operation and maintenance including stocking supplies, cleaning and organizing labs
- Cleans and performs basic maintenance of equipment and apparatus
- Sterilizes and/or stores clean glassware/instruments
- Collect samples for testing using a straightforward sampling procedure
- Prepares media and performs simple preparation of materials according to specifications
- Assists with routine data collection, sampling, identification, sorting and preparation tasks
- Performs straightforward and routine lab procedures as required, carrying out simple tests and measurements, with limited interpretation or judgement
- Assists with feed preparation, routine maintenance and basic care of animals; cleans and maintains animal facility areas

Decision Making/Accountability: Work may involve simple techniques and methods requiring knowledge and/or procedures that are readily acquired through on-the-job training and used in repetitive or simple applications, requiring little judgment. The nature of work is routine and clearly defined. Any problems or deviations are referred to the supervisor.

Contacts/Interpersonal Skills: Contacts and interactions are mainly with associates within their work area or research project and consist mostly of maintaining positive relationships while working with others. May interact with clients providing routine information.

Supervision Received: Works under direct supervision, in accordance with detailed oral or written instructions.

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

Working Environment: Work may be performed in an office or laboratory. May include work at field sites outdoors with exposure to outside elements or inclement weather.

Minimum Qualifications: 1 year post-secondary education, with limited to no experience required.