Applications will be accepted until midnight (Eastern Time Zone) on the 'Posting End Date' shown below.

Position Information

**Job Title**
Genomics Facility Technical Assistant

**Applications Accepted From**
Planning Unit, University Wide, Public: Open to the public

**Special Instructions to Applicants**
Please complete the online quick application and attach required documents. Required documents include a detailed cover letter, resume or CV, and a list of three reference names and contact information.
The position will remain open until filled. For full consideration, please apply by February 10, 2020.

**This position is eligible for the following benefits:**
medical, vision, dental, basic and supplemental life, winter break closure, paid holidays, educational benefits for you and eligible dependents, sick leave, vacation, and retirement.

**Posting Number**
20162782S

**Job Description**
This position supports the Ohio University Genomics Facility. The Technical Assistant's lab responsibilities include, but are not limited to, reviewing commissioned experiments for efficiency and making recommendations for improvements; ensuring all experiments are progressing according to established procedures; processing incoming biological samples both at the bench and on the LIMS; performing Sanger sequencing, fragment analysis, data analysis, data distribution, and general upkeep on the AB 3130XL; Next-generation sequencing library production including QC/QA, Ion Torrent PGM and Illumina MiSeq operation, maintenance; and preparing data and interpretation of quality analysis for reports. Additionally, the Technical Assistant will be responsible for ordering laboratory reagents and supplies, monthly billing, and training new users of the facility on open equipment usage.

**Primary Responsibilities:**
1. **Bench Work:** Review commissioned experiments for efficiency and make recommendations for improvements. Process incoming nucleic acids, and occasionally whole samples, for various analysis procedures. These include nucleic acid isolation, quantification, quality analysis, Sanger sequencing, fragment analysis, next-generation sequencing library preparation and sequencing, and qPCR analysis.
2. **Data Analysis, Management and Preparation:** Process Sanger sequencing results and fragment analysis. This includes, but is not limited to, interpretation of chromatograms, diagnosing run and sample issues, and processing samples through the LIMS (Laboratory Information Management System) to ensure prompt delivery of data and tracking of billing. Prepare data and interpretation of quality analysis for reports.
3. **General Lab Operations and Maintenance:** Ensure all commissioned experiments are progressing according to established procedures. Maintain the general order of the lab, clean, and calibrate equipment such as the micropipetters, AB 3130XL, Illumina MiSeq, Ion Torrent PGM, Agilent AriaMx, Agilent Bioanalyzer 2100, and Covaris systems.
4. **Administrative and Departmental Responsibilities:** The technical assistant is responsible for monthly billing, ordering supplies and reagents, and maintaining and training new users on departmental shared equipment.
5. **Educational Responsibilities:** The technical assistant provides educational tours for various groups and assists with class experiments and other educational programs, as needed.

**Minimum Qualifications**
Bachelor's degree in biology or related field and one year of work related experience.

**Preferred Qualifications**
Master's degree in molecular biology

**Department**
Environmental and Plant Biology

**Pay Rate**
Salary is commensurate with experience and credentials. Employees also enjoy a generous benefits package which includes health benefits, paid time off, and education benefits for employees and eligible dependents.
Job Open Date: 01/27/2020
Posting Close Date: 02/10/2020
Job Category: Research - Exempt-Salaried
Months: 12
Planning Unit: College of Arts & Sciences
Work Schedule: Monday – Friday 8:00 am to 5:00 pm.
Campus: Athens
Expected hours worked per week: 40
Expected duration of assignment: on-going

Applicants may contact this person if they have questions about this position:
Bill Broach; broach@ohio.edu; 740-593-1122

Diversity Statement: Ohio University is committed to creating a respectful and inclusive educational and workplace environment. Ohio University is an equal access/equal opportunity and affirmative action employer with a strong commitment to building and maintaining a diverse workforce. Women, persons of color, persons with disabilities, and veterans are encouraged to apply. Ohio University is a member of the OH/Western PA/WV Higher Education Recruitment Consortium. [www.ohwpawvherc.org](http://www.ohwpawvherc.org)

Job Information

Employment Type: full-time regular
Job Family/Subfamily: Research & Labs-Life Sciences
Career Track & Level: IC 2
Pay Grade: CA&P|14|

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Applicant Documents

Required Documents
1. Resume/Curriculum Vitae
2. Cover Letter
3. References

Optional Documents

Posting Specific Questions

Required fields are indicated with an asterisk (*).