JOB CODE INFORMATION

- Job Title: Research Asst II, Core
- Job Code: 5781

JOB SUMMARY
The Core Research Assistant II executes the day to day flow of the lab under the direction of the Core Manager or Director. Under minimal supervision, set up, conduct experiments, and continue research projects following protocols including the appropriate recording of data and reporting of standard or variant results. Assist in other core laboratory and research functions, which may include utilizing the CORES system to document services provide and ensuring services are appropriately billed.

KEY RESPONSIBILITIES
- Under minimal supervision, plan, conduct and evaluate experiments and assays of varying complexity.
- Understand and follow experimental protocols.
- Record, compile, and report data.
- Analyze and interpret data.
- Ensure Laboratory is prepared for experiments
- Maintain inventories
- Maintain sterile conditions as required
- Prepare reagents
- Clean equipment
- Under the direction of the Core Manager or Director, execute the day to day flow of the lab.
- Provide training to new staff.
- Assist in day to day problem solving.
- Maintains the instrument/equipment used for services provided by the core.
- Read and follow all equipment manuals.
- Maintain and repair equipment according to manufacturer and University guidelines.
- Provide training to researchers in instrument/equipment operation.
- Troubleshoots instrument/equipment problems.
- May utilize the CORES system for documenting services provided and to ensure services are appropriately billed to clients.
- Accurately compile information for monthly billing.
- Invoices clients for services utilizing CORES.

BASIC QUALIFICATIONS
- Bachelor’s Degree (or equivalent experience) (Required)
- 2 years experience (Required)

PHYSICAL REQUIREMENTS/STRENGTHS NEEDED & PHYSICAL DEMANDS
Movement
Sensory
Environmental Conditions
- Occasional: Sitting: Remaining in seated position
- Occasional: Standing: Remaining on one’s feet without moving.
- Occasional: Walking: Moving about on foot.
• Occasional: Lifting under 35 lbs: Raising and lowering objects under 35 lbs from one level to another
• Occasional: Push/Pull: Exerting force to move objects away from or toward.
• Occasional: Bending/Stooping: Trunk bending downward and forward by bending spine at waist requiring full use of lower extremities and back muscles
• Occasional: Reaching below shoulders: Extending arms in any direction below shoulders.
• Occasional: Handling: Seizing, holding, grasping, turning or otherwise working with hand or hands.
• Occasional: Vision: Clarity of near vision at 20 inches or less and far vision at 20 feet or more with depth perception, peripheral vision, color vision.
• Frequent: Noise: May include exposure to occupational noise levels which equal or exceed an 8-hr time-weighted average of 85 decibels, requiring enrollment in VUMC's Hearing Conservation Program which includes training, use of hearing protection, and periodic audiometry.
• Continuous: Communication: Expressing or exchanging written/verbal/electronic information.

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