THE J. DAVID GLADSTONE INSTITUTES
Research Technologist Job Descriptions

To avoid repetition, the descriptions provided at the higher levels *build on and include* all of the skills listed for the previous level. Some of the requirements listed for a level may not be representative of all employees at that level. Employees at one level may have some of the requirements associated with a higher level.

	Research Technologist I	Research Technologist II	Research Technologist III	Senior Research Technologist
Technical Knowledge	• Works within a core laboratory that provides Institutes-wide research services; applies basic technical knowledge of the principles, concepts and methods of biomedical research to perform various analyses supporting the investigation of a scientific problem	• Works within a core laboratory that provides Institutes-wide research services; applies thorough technical knowledge of the principles, concepts and methods of biomedical research to perform various analyses, supporting the investigation of one or more scientific problems	• Works within a core laboratory that provides Institutes-wide research services; analyzes, creates and develops new methods and technologies to perform various analyses supporting the investigation of complex scientific problems • May demonstrate specialized knowledge of specific area • Provides technical consulting on complex projects	• Works within a core laboratory that provides Institutes-wide research services; develops and implements specific plans and laboratory procedures to perform various analyses supporting the investigation of complex scientific problems • Acts as top level technical contributor in one or more highly specialized functions of the research process • May be considered subject matter expert
Major Job Accountabilities/ Typical Work Assignments	• Assists in the operation of sophisticated scientific equipment such as FACS, confocal or electron microscope, behavioral testing apparatus, Stereoinvestigator, DNA array reader • Assists in the development of new core procedures • Performs research techniques and procedures such as purifying proteins, processing plasma, preparing contagious viruses, immunostaining • May supervise animal colonies, participate in colony breeding management and assist in animal handling and surgical procedures • Assists in ensuring the lab adheres to regulatory policies, such as checking for expired drugs or medical materials • Ensures lab cleanliness and safety • Updates records and log books and assists in maintaining core records and inventory	• Performs advanced research techniques and procedures such as FACS sorting, quantitative histopathology, behavioral testing, gene chip hybridization • May teach specific techniques to other Research Technologists • Participates in the development and testing of new research protocols and core procedures • May participate in animal handling and surgical procedures • Troubleshoots and refines existing protocols • Documents new protocols and standard operating procedures • May participate in technical collaborations with other laboratories • Maintains core records	• Performs and supervises advanced research techniques and procedures such as FACS sorting, quantitative histopathology, behavioral testing, gene chip hybridization • Provides training to laboratory staff in core research protocols and work distribution • Ensures the proper maintenance of core facilities and equipment and assists in the selection of necessary equipment to be purchased • Ensures the core's compliance with radioactivity, chemical and biosafety protocols • May participate in technical collaborations with other laboratories and other organizations • Takes responsibility for lab records and databases	• Supervises, refines and develops advanced research techniques and procedures such as specialized protocols for FACS sorting, quantitative histopathology, behavioral testing, gene chip hybridization • Participates in the planning of new assignments and proposes specific methods and procedures to be used • Makes recommendations on the purchase of major core equipment • Assigns tasks and objectives to Research Technologists and monitors daily operations of a core • Participates in scientific conferences and keeps up-to-date on the latest technical developments in the field • Oversees core records and databases for accuracy and precision • Ensures timely distribution of results to laboratories utilizing the core

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Independence/ Guidance	• Work is performed under direct supervision • Work is guided by general instructions on routine work and detailed instructions on new assignments • Resolves routine and recurring problems within own work area	• Work is performed under general supervision • Work is guided/prescribed by generally accepted standards and practices • Independently performs standard tasks & procedures after minimal training • Identifies and resolves routine and recurring problems within own work area	• Work is done under periodic supervision • Work is guided by project objectives and the integration of technical knowledge • Identifies, clarifies and resolves a wide range of problems within work area • Work outcomes are reviewed as determined by project plans and timelines	• Work is done under minimal supervision • Work is guided by an in-depth understanding of policies, procedures and professional knowledge • Using judgment, independently determines approach to completing projects and assisting in managing process • Work is reviewed upon completion to determine success in achieving objectives
Communication	• Able to communicate verbally in a clear and concise manner • Demonstrates understanding of directions by providing regular feedback on work activities • Asks questions to gather additional information. • Maintains communication with other labs, committees, collaborators and external personnel • Assists with the preparation of technical reports, summaries and quantitative analyses	• Actively listens to fully understand the viewpoint of others • Demonstrates an understanding of others' perspectives or concerns • Engages in scientific discussions related to specific research • May prepare portions of research reports, summaries and quantitative analyses • Ensures colleagues fully understand protocols and procedures required for utilization of the core	• Critically listens and offers constructive input • Communicates clear expectation and directions for work • Provides performance feedback to lower level Research Technologists and Lab Aides • May act as a liaison between core and external organizations • Prepares research reports for publications and conferences in collaboration with scientific supervisor	• Leads members of team and effectively distributes work assignments, communicating project requirements and procedures to be followed, as appropriate • Is consistently available to answer questions and/or provide performance feedback • Communicates the science and risks involved in research projects to team members and/or project volunteers • Presents findings of research projects in internal and external presentations and contributes significantly to publications
Scope	• Completes routine assignments	• Completes assignments that are varied in nature • Works on problems of moderate complexity	• Completes assignments and short-term projects that are broad and diverse in nature • Provides solutions to a wide range of problems	• Leads long-term projects • Creates new processes and procedures to address complex scientific problems
Typical Background	• B.S./B.A. or M.S./M.A. in a biological, chemical or physical science, and • 0-3 years of related experience for individuals with a B.S./B.A. • 0-2 years of related experience for individuals with a M.S./M.A.	• B.S./B.A. or M.S./M.A. in a biological, chemical or physical science with formal laboratory training, and • 2-5 years of related experience for individuals with a B.S./B.A. • 1-4 years of related experience for individuals with a M.S./M.A.	• B.S./B.A. or M.S./M.A. in a biological, chemical or physical science with formal laboratory training, and • 4-8 years of related experience for individuals with a B.S./B.A. • 3-7 years of related experience for individuals with a M.S./M.A.	• B.S./B.A. or M.S./M.A. in a biological, chemical or physical science with formal laboratory training, and • At least 8 years of related experience for individuals with a B.S./B.A. • At least 7 years of related experience for individuals with a M.S./M.A.