Amherst College
Office of Human Resources

JOB DESCRIPTION

Title:  Laboratory Technical Specialist

Department:  Biology  Reports to title:  Professor of Biology and Environmental Studies

Full Time:  ____________  Part Time:  X  Date Prepared:  Dec 18, 2019

Job Group & Level:  PT-3  Regular Daily Work Schedule:  _______ to  _______
1. Summary of Position:

The Laboratory Technical Specialist supports the teaching and research efforts of the Department of Biology by assisting with faculty research and the training of students in the areas of behavioral ecology and physiology. This is a 7-month, half-time, term position.

The person hired for this position would take appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

75% Research Support

- Conduct laboratory and field research (in Amherst College Wildlife Sanctuary) on birds, including behavioral and metabolic analyses
- Train and collaborate with a diverse group of undergraduate students
- Assist with data analysis for two ongoing projects
- Maintain records and permits for compliance with local and national regulations

20% Teaching Support

- Assist faculty in the development and refinement of laboratory modules to accompany BIOL 281 and BIOL/PHYS 265

5% Perform other duties/functions as requested

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Internal: Will interact frequently with faculty, staff and students in the Department of Biology.
Includes departmental ADCs, support staff, laboratory TAs, and research students. Will also work with Science Center machine and electrical shops.

External: None anticipated

4. **Education:** (include certifications and licenses)

   Required: Bachelor’s degree in natural sciences

   Preferred: Graduate degree or training in natural sciences

5. **Experience:** (List specific skills necessary to perform this job)

   Required:
   - Three years of experience working in a research environment
   - Prior experience working with birds
   - Excellent organizational, communication, and interpersonal skills
   - Ability to multitask and work with flexibility
   - A commitment and strong ability to effectively interact with students and colleagues from diverse backgrounds

   Preferred:
   - Five or more years of experience working in a research environment
   - Experience with catching, banding and collecting blood samples from wild birds
   - Familiarity with analytical software such as R
   - Prior experience training undergraduate students in scientific research
   - Experience working in a diverse educational/research community

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   - During spring and summer months, extensive walking through Amherst College Wildlife Sanctuary (uneven, muddy terrain) through all types of weather
   - Lift, carry, push and pull up to 50 pounds (repositioning and transferring equipment and supplies)
   - Ascending and descending stairs within Amherst College Science Center
   - Visual – normal concentration
   - Repetitive motions including hands, wrists and fingers
7. **Decision Making:**

- Develop own objectives and work within overall policies, priorities, and directions
- Little day-to-day guidance will be provided
- Work is complex and varied, and requires flexibility to meet the needs of research students and faculty
- Work requires independent analysis, judgement and decisions about safety in both laboratory and field
- Work requires problem solving, creative thinking, and trouble-shooting

8. **Supervision Exercised/Received:**

Minimal supervision is received from the supervisor.

Supervisory Responsibility: Yes _______ No X_______

Number of Employees Supervised: ________