



Amherst College
Office of Human Resources

**JOB
DESCRIPTION**

Title: Research Assistant

Department: Biology

Reports to title: Assistant Professor of Biology (Katerina Ragkousi)

Full Time: x Part Time: _____ Date Prepared: 7/2/2019

Job Group & Level: RI-1

Regular Daily Work Schedule: 8:30 am to 5 pm

Pay Type: Weekly X Monthly _____ Months Per Year: 12

Hours Per Week: 40 hours

(Summer Months) Months Per Year: Hours Per Week: _____

1. Summary of Position:

The Research Assistant investigates the process of tissue organization during embryonic development of the sea anemone *Nematostella vectensis* at the Ragkousi lab at Amherst College. The research project(s) will involve molecular genetics, biochemistry, embryology and cell biology techniques. The Research Assistant is expected to contribute to all aspects of the lab's research activities, including training and mentoring undergraduate students in the Ragkousi Lab and assisting with lab management on a limited basis.

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

This is a one-year term appointment with possibility of renewal.

2. Principal Duties and Responsibilities:

70 % Research – Duties include, but are not limited to, planning and designing experiments, keeping a rigorously updated record of laboratory activities, performing experiments, participating in lab meetings, manuscript preparation, and data presentation.

20 % Training undergraduate students with basic laboratory techniques

5 % Lab management - Filling and filing purchase orders for supplies, cataloging lab equipment and inventory management, making and up keeping lab chemical stocks including stock solutions, media and reagents, and supervising student lab chores to ensure the lab adheres to established safety standards

5% 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:

Straightforward operational interactions/communications such as providing, obtaining, and receiving information.

4. Education: (include certifications and licenses)

Required: Bachelor's Degree

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

Required:

- Knowledge of molecular biology techniques
- Experience with routine molecular biology techniques
- Attention to details
- Written and verbal communication, time management and organizational skills
- Analysis and problem solving skills
- Commitment to working with a diverse community

Preferred:

- Use of Microscope and experience in Confocal

Microscopy a plus

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

- Sitting and standing
 - Visual - acute concentration with eye-hand coordination
 - Repetitive motions (hands, fingers, and wrists)
 - Possible exposure to hazardous materials (biological and chemical); our lab is Biosafety Level 1; no high risks as long as proper procedures are followed
 - Lift, carry, pull and push up to 10 lbs.
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7. Decision Making:

Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies; decisions and actions are regularly reviewed by supervisor.

8. Supervision Exercised/Received:

Moderate supervision received by supervisor.

Research Assistant supervises 3-5 undergraduate students in the Ragkousi Laboratory.

Supervisory Responsibility: Yes _____ No _____

Number of Employees Supervised: 3-5 student workers