

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: RESEARCH ASSOCIATE I

Reports To: Designated Supervisor

UW Job Code: 3997

UW Job Family: 3E - Engineers/Research

SOC Code: 19-4099

FLSA: Non-exempt

Pay Grade: 18

Date: 8-1-97 (revised 7-1-02; 11-24-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Conduct investigative research requiring the application and analysis of standard tests and procedures as defined by the project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform standard designated procedures associated with experiments/projects; interpret and analyze results; present data in organized form.
- Review up-to-date scientific literature extracting information relevant to ongoing, proposed, or possible research projects.
- Learn, develop and utilize new techniques that facilitate research goals by consulting literature or other University personnel including faculty, students and research assistants.
- Provide written progress reports to supervisor.
- Apply appropriate quality controls to ensure validity and reliability of results; identify results that exceed recommended or desired tolerances.
- Set up laboratory experiments and prepare culture media used in class experiments or lecture demonstrations.
- Demonstrate and teach laboratory or research techniques, methods, and procedures to public or University students and employees; conduct workshops.

SUPPLEMENTAL FUNCTIONS:

- Assist with ordering supplies, maintaining inventory, and keeping laboratory clean and organized.
- May travel to sites associated with designated projects to collect data/ specimens or perform experiments.

COMPETENCIES:

- Analysis/Problem Identification
- Attention to Detail
- Formal Presentation Skills
- Safety Awareness
- Quality Orientation
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a field related to research project**

Experience: **1 year work-related experience**

Required licensure, certification, and registration or other requirements:

- **Some positions may require a valid driver's license.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Physical, life, earth, statistical or applicable science theory and concepts.
- Research methods, concepts, techniques and practices.
- Data interpretation, analysis, statistics, research reporting and presentation methods and techniques.
- Quality control concepts, methods and techniques.
- Literature search processes and procedures.
- Communication and report writing theory, methods, concepts, and techniques.
- Teaching and demonstration techniques and methods.
- Time management methods, concepts and techniques.
- Prioritization methods, concepts and techniques.
- Decision and problem resolution methods, concepts and techniques.
- Purchasing methods and techniques.
- Applicable University, federal, and state laws, rules and regulations.
- Industry and government standards for research and laboratory methods and techniques.
- Safe handling of hazardous materials applicable to laboratory including chemicals, radiation or biological agents.

Skills and Abilities to:

- Perform research and testing maintaining quality controls and following research protocols.
- Work safely within research regulations for different types of specimens.
- Perform literature searches.
- Collaborate with other researchers.
- Analyze, interpret and report research experiments and testing results.

- Make decisions regarding experiment problem resolution, as directed.
- Learn new techniques and research tests.
- Operate and maintain laboratory equipment.
- Purchase supplies and equipment, as directed.
- Use hand/eye coordination and manual dexterity to safely operate laboratory equipment.
- Safely work with hazardous materials, animals or other specimens.
- Prepare presentations and make presentations.
- Travel, when required, to collect data, samples or specimens or perform experiments.
- Work as a team member and foster a cooperative teamwork environment.

WORKING CONDITIONS:

- Laboratory environment; may have regular exposure to biological, radiation, chemical, and mechanical hazards, vapors, fumes, and temperature variations.
- Some positions may include regular exposure to hazards associated with research animals.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.