

## **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 ASSISTANT**

**Reports To:** Designated Supervisor

**UW Job Code:** 3996

**UW Job Family:** 3E – Engineers/Research

**SOC Code:** 19-4099

**FLSA:** Non-exempt

**Pay Grade:** 17

**Date:** 4-1-95 (revised 7-1-02; 1-17-03; 7-1-04; 7-1-08; 11-17-16)

**JOB PURPOSE:**

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist others by performing standard designated procedures associated with experiments/projects under close supervision; assist with interpreting and analyzing results; assist in preparing presentation data in organized form.
- Apply appropriate quality controls to ensure validity and reliability of results; identify results that exceed recommended or desired tolerances.
- Set up laboratory and/or field equipment and experiments as required.
- Prepare samples for analysis; may assist with maintaining laboratory or field equipment, as directed.
- May assist with demonstrations and help teach laboratory or research techniques, methods, and procedures to public or University students and employees; help conduct workshops.
- Learn, develop and utilize new techniques that facilitate research goals by consulting literature or other University personnel including faculty, students and research personnel.
- Review up-to-date scientific literature extracting information relevant to ongoing, proposed, or possible research projects.
- May assist in developing written progress reports.

**SUPPLEMENTAL FUNCTIONS:**

- May assist with ordering supplies, maintaining inventory and keeping laboratory/research area clean and organized.

- May travel to sites associated with designated projects to help collect data/specimens or assist in performing experiments.
- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

### **COMPETENCIES:**

- Ability to Learn
- Attention to Detail
- Adaptability
- Quality Orientation
- Safety Awareness
- Teamwork (Cooperation)

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree directly related to the duties and responsibilities specified**

Experience: **None**

Required licensure, certification, registration or other requirements: **Valid driver's license**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong oral and written communication skills.
- Excellent organizational skills.
- High level of problem-solving skills.
- Ability to work effectively in a culturally diverse environment.
- Ability to collect and interpret experimental data.
- Ability to maintain concise and accurate records.
- Ability to understand and write highly technical data.
- Ability to safely operate and maintain laboratory/field equipment and set up and perform experiments.
- Ability to effectively demonstrate experiments to students, faculty, staff and the public.
- Ability to implement new techniques in the collection and dissemination of information.
- Knowledge of scientific literature search processes and procedures.
- Knowledge of research techniques, methods and procedures, or willingness to learn upon point of hire.
- Knowledge of data interpretation and analysis methods and techniques.
- Knowledge of laboratory experiment setup and quality control applications.
- Knowledge of workshop development and conduction.
- Knowledge of industry and government standards regarding laboratory techniques and safe handling of hazardous materials.

**WORKING CONDITIONS:**

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- Work is normally performed in a typical research facility/laboratory work environment.
- May have regular exposure to biological, radiation, chemical and mechanical hazards, vapors, fumes and temperature variations.
- May include regular exposure to hazards associated with research animals.
- May involve moderate exposure to extreme temperatures, dirt, dust, fumes, smoke, odors and loud noises.

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.