



## POSITION SUMMARY

### QUEEN'S UNIVERSITY - GENERAL STAFF

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POSITION TITLE: Research Associate

CLOSING DATE: June 29, 2023

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The goal of the laboratory's research study neuro-immune interactions in traumatic spinal cord injury. The candidate will be highly motivated and work effectively in a team environment led by Dr Faith Brennan, the principal investigator of the project ([www.brennanresearchlab.com](http://www.brennanresearchlab.com)).

The research associate will report to the Principal Investigator (PI) and assist with the ongoing experimental and administrative activities of the laboratory. Responsibilities will include planning and executing experiments, managing the lab and mouse colonies. This requires experience in in vivo research, including small animal surgery, tissue processing and pathology, and RNA analysis. The Research Associate will also be responsible for reconciliation of procurement card statements and assistance with other financial duties such as processing payment transactions and paying invoices.

#### KEY RESPONSIBILITIES:

- Prepare and conducts experiments and observes and records results.
- Perform small animal surgery and behavior, and isolates organs and cells following perfusion-fixation (for immunohistochemistry, pathology) or fresh collection (for flow cytometry, RNA isolation, etc.).
- Oversee mouse colony management, including breeding and genotyping of mice
- Follow proper protocol, ensures materials are available, sets up lab equipment, checks usage schedules, tabulates and records results.
- Reports results of experiments in written reports or verbally at lab meetings.
- Participates in the development and implementation of standard operating procedures and safety protocols.
- Decide what to do when encountering an unexpected problem while performing an experiment and when problem is serious enough to contact their supervisor.
- Assist in managing laboratory finances which will include record keeping, reconciling statements, preparing purchase, cheque requisitions and journal entries.
- Works with laboratory staff and assists in the training of other laboratory personnel.
- Monitors inventory levels and orders materials and supplies.
- Responsible for safe management, cleanliness of the lab and disposal of (bio) hazardous substances.
- Prepares periodic reports on workflow, as needed.
- Undertakes other duties as required.

#### REQUIRED QUALIFICATIONS:

- University degree or three-year post-secondary program in a relevant field.
- Minimum 3 years' experience in academic or medical research, laboratory technology or related field
- Knowledge of laboratory procedures, which includes in vivo assays and tissue culture techniques, with

excellent aseptic technique

- Consideration may be given to an equivalent combination of education and experience

**SPECIAL SKILLS:**

- Respect diversity and promote inclusion in the workplace.
- Ability to coordinate workflow and use of personal judgement in applying scientific techniques to obtain accurate and relevant experimental results.
- Ability to handle biohazardous materials, operate equipment, and prepare solutions or samples appropriately.
- Ability to handle animals is required. This includes surgeries, animal care and treatment in accordance with ethical guidelines.
- Foresight in predicting problems and altering procedures to minimize risk, as required.
- Ability to work independently and as a team member to complete tasks with little or no supervision.
- Ability to manage multiple priorities and meet deadlines.
- Leadership skills to assist in providing direction and instruction to students and junior lab staff.
- Critical observational skills with the ability to perform careful measurements and interpret experimental results.
- Possess technical/scientific communication skills, both written and verbal.
- Organizational, problem-solving, and analytical skills. Judgement in choosing best protocol or adapting procedures to meet changing needs.
- Familiar with best practices for sterile technique, reagent preparation and storage, universal safety precautions to protect self and co-workers from biohazardous materials, including blood-borne pathogens.

**DECISION MAKING:**

- Determines what supplies, equipment, safety, and operating procedures are required for functioning of the research lab.
- Decides how to deal with experimental error and problems, such as equipment breakdown by minimizing impact on the results.
- May be required to make decisions regarding the alteration of procedures or protocols, as the need arises during an experiment.
- Determines when it is necessary to seek advice or direction from supervisor with respect to experimental procedure, operation of equipment, etc.
- Decides what to do when encountering an unexpected problem while performing an experiment or respond to equipment breakdown and decide when problem is complex enough to contact senior staff.
- Prioritizes time and determine most efficient use of personal resources within set of priorities outlined by supervisor.

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