



## **POSITION SUMMARY**

### **QUEEN'S UNIVERSITY - GENERAL STAFF**

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POSITION TITLE:      Research Assistant  
DEPARTMENT:         Centre for Neuroscience Studies  
CLOSING DATE:        July 13, 2021

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#### **JOB SUMMARY:**

Reporting to the Principal Investigator, the Research Assistant will perform a variety of duties related to the day-to-day operations of both the non-human primate research laboratory, the non-human primate holding facility, neuroscience laboratories and human laboratories. This position will coordinate the non-human primate research studies which will include but is not limited to set up the laboratories for studies, conducting the actual experiments and doing necessary preparations for trainees in the lab to conduct their own research. The incumbent will book appointments for patient and control participants as well as complete testing with these research participants. The Research Assistant will also be responsible for some administrative duties within the laboratories. The Research Assistant will order and maintain supplies, maintenance of lab equipment, safe management of hazardous materials and preparation of research reports as required. .

*Note: This position will require the incumbent to occasionally work flexible hours, including evenings and weekends.*

#### **KEY RESPONSIBILITIES:**

- Perform all day to day operations in both the non-human primate and human laboratories.
- Perform administrative duties including, ordering supplies and maintaining lab supplies, maintaining lab equipment, safe management of hazardous materials and preparation of research reports as required.
- Training and care of non-human primates.
- Prepare and participate in surgical procedures and recovery with non-human primates. May require night shifts for monitoring of animals in recovery.
- Coordinate and conduct experiments and procedures according to protocols and scientific methods. Work independently within guidelines provided by Principal Investigator.
- Follow all procedures in regard to ethics and inform Principal Investigator of any deviations from protocol which will require an amendment.
- Maintain lab equipment and perform preventative maintenance procedures. Correct operational problems where possible and encourage safety in the lab and perform basic safety procedures, including proper hazardous waste and sharps

disposal. Guide other users of the lab with respect to the safe operation of equipment and materials.

- Supervise and train other members of the lab in the use of specific technologies and apparatus to allow them to perform routine protocols and processes.
- Analyse experimental data and present information in an appropriate form, including word processing, spreadsheet manipulation, and preparation of graphs, line drawings, or photographs. Generate analyses and reviews, and assist in the preparation of written reports for publication.
- Complete certification training for clinical studies.
- Undertake other duties as delegated in support of the unit or department.

#### **REQUIRED QUALIFICATIONS:**

- University undergraduate degree in a life sciences or medical sciences background or a three-year post-secondary program. Consideration may be given to those with a three-year post-secondary diploma in Veterinary Technology.
- Experience working with the care and treatment of animals in a research environment.
- Consideration may given to a combination of education and work experience.

#### **SPECIAL SKILLS:**

- Respect diversity and actively promotes inclusion in the workplace.
- Experience with non-human primate research laboratories and fully understanding of this environment.
- Ability to direct junior lab members and to facilitate research experiments with very little guidance.
- Good communication skills with patients and the public. Follow all safety protocols.
- Work with junior lab members to ensure data is collected and analyzed appropriately.
- Interpersonal and communications skills (both verbal and written) to deal with a wide variety of individuals in a professional manner and to provide clear and accurate information.
- Well-developed research skills, including the ability to locate, review, synthesize and summarize relevant research information.
- Ability to multitask, prioritize workload, and deal with multiple demands.
- Computer and office skills, including excellent knowledge of word processing, presentation, spreadsheet, and database applications.
- Ability to exercise sound judgment about the need for supervision and guidance.
- Ability to work collaboratively with professionals in a team-oriented environment.
- Ability to work irregular hours, including weeknights and weekends during research experiments to meet protocols

**DECISION MAKING:**

- Determine when additional care or treatment is required of non-human primates and to take appropriate action.
- Decide when to deviate from protocol when working with patient and control research participants.
- Decide when to seek guidance and advice from others on the team.
- Prioritize your time and your Principal Investigators time accordingly to ensure optimal best time management is in place.
- Prioritize work and time based on multiple demands.
- Decide what to do when encountering an unexpected problem and when problem needs to be brought to the attention of senior staff.

**APPLICANTS PLEASE FOLLOW THE LINK BELOW:**

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