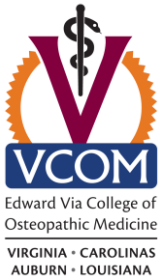


## Position Description



<b>Job Title:</b> Research Technician	
<b>Department:</b> Biomedical Affairs	<b>Date:</b> September, 2020
<b>FLSA:</b> Non-Exempt	<b>Work Location:</b> Carolinas Campus
<b>Employee Category:</b> Classified Staff	<b>Work Schedule:</b> Mon – Fri: 8:00am – 5:00pm
<b>Reports to:</b> Assistant Professor for Anatomy/OMM and Associate Vice Provost for Research Development	<b>Percent Employment:</b> 100%
<b>Direct Reports:</b> N/A	

### I. **Job Summary:**

The position of Research Technician is to work full-time on spinal cord injury research, specifically on blast-related spinal cord injuries in an animal model. The use of biomaterials and other potential therapeutics to stimulate regenerative tissue remodeling will be investigated. Research will be primarily completed at the Edward Via College of Osteopathic Medicine (VCOM) at its Carolina and Virginia campuses.

### II. **Job Duties:**

1. Assist with the development of a blast animal model in rodents
  - a. Assist with set-up of equipment
  - b. Perform stereotaxic injections into the spinal cord.
  - c. Assist with animal handling and ordering.
  - d. Assist with animal recovery after injury.
  - e. Assist with treatment modalities initiated immediately after neurotrauma.
  - f. Maintain accurate laboratory notebooks detailing experiments.
  - g. Maintain accurate recordkeeping of animals.
  - h. Assist with ordering necessary supplies.
  - i. Work collaboratively with faculty and staff at VCOM-CC, VCOM-VT and Virginia Tech.
  - j. Maintain accurate purchase order files.
2. Biomaterials
  - a. Assist with the preparation of an acellular spinal cord-derived neural scaffold.
  - b. Assist with ordering necessary materials.
  - c. Become highly-skilled at the stereotaxic injection of this biomaterial into the CNS
  - d. Maintain accurate laboratory notebooks
  - e. Maintain accurate purchase order files
3. Cell Culture
  - a. Order necessary cell lines
  - b. Obtain necessary tissue samples for cell culture

- c. Maintain cell cultures
  - d. Order necessary supplies
  - e. Maintain accurate laboratory notebooks
  - f. Maintain accurate purchase order files
4. Perform other duties as assigned.

III. **Required Qualifications:**

- Education: Minimum - BA, Prefer – MS or PhD
- Licensure or certification: N/A
- Experience: Preference given to those with previous spinal cord research experience.

Skills required for this position include:

- Excellent interpersonal and communications skills
- Excellent presentation of self as a professional including dress, confidential behaviors, and serving as a positive face for the College
- Strong team player
- Commitment to company values
- High level of computer proficiency including but not limited to Microsoft Outlook, Word, Excel, Access, updating the website, Facebook, and use of email.
- Must be highly organized and maintain organization in a busy and often chaotic environment.

Preferences are given to candidates who have worked in academic environments.

**Successful candidate will be subject to a criminal history background check.**

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 30 pounds.

Work environment: Office environment. Outside travel required up to 20% of time. The noise level in the work environment is usually minimal.

**This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgement and discretion regarding matters of significance.**

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. VCOM faculty/ staff are to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents.