



Position Description

Job Title: Biomedical Research Laboratory Technician – Breast Cancer Research (REAP Grant)	
Department: Biomedical Affairs	Date: August 2025
FLSA: Non-Exempt / Part Time	Work Location: Louisiana
Employee Category: Classified Staff	Work Schedule: Part Time
Reports to: Discipline Chair for Cell Biology and Physiology	Percent Employment:
Direct Reports:	

I. Job Summary:

We are seeking a dedicated and detail-oriented Part-Time Biomedical Research Laboratory Technician to join our breast cancer research team. This position offers an excellent opportunity to contribute to cutting-edge research aimed at advancing our understanding of breast cancer biology. The successful candidate will work in a collaborative environment supporting ongoing research projects focused on breast cancer mechanisms and biomarker discovery.

II. Job Duties:

1. Laboratory Operations & Maintenance

- Maintain laboratory equipment, instruments, and work areas in compliance with safety protocols and institutional guidelines
- Monitor and maintain laboratory inventory, including reagents, consumables, and specialized materials
- Ensure proper storage and handling of biological samples, chemicals, and research materials
- Assist with cell culture maintenance of breast cancer cell lines, including passage, freezing, and thawing procedures
- Prepare solutions, buffers, and media according to established protocols
- Conduct routine laboratory assays including Western blots, qRT-PCR, ELISA, and immunofluorescence staining

2. Data Collection & Documentation

- Accurately record experimental data, observations, and results in laboratory notebooks and electronic databases
- Maintain detailed records of sample processing, storage locations, and experimental conditions
- Assist with data analysis and preparation of figures for research presentations and publications

3. Collaboration & Communication

- Work closely with principal investigators, medical students, and laboratory personnel
- Participate in weekly laboratory meetings and present experimental updates as needed
- Communicate effectively with team members regarding experimental progress, challenges, and results
- Assist with training new laboratory members on established protocols and safety procedures

4. Perform other duties as assigned

III. Required Qualifications

- Excellent interpersonal and communications skills
- Strong organizational skills and ability to manage multiple tasks simultaneously
- Exceptional attention to detail and accuracy in experimental procedure
- Ability to work independently with minimal supervision
- Commitment to maintaining confidentiality of research data and findings

Preferences: Although not essential, preferences may be given to applicants who have the following skills or attributes.

- Previous experience in cancer research, particularly breast cancer or oncology-related projects
- Previous experience in an academic or clinical research environment

Application Requirements

Required Materials

- Current resume/CV highlighting relevant laboratory experience
- Cover letter describing interest in breast cancer research and relevant qualifications
- Schedule describing availability

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

Regular, reliable or predictable attendance is an essential function of the job.

- 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. The position requires a rapid pace, some days with long hours to meet expectations, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; occasionally be required to lift and/or move up to 50 pounds.

Work environment: Office, classroom, laboratory constitute working environments. Outside travel required up to 5% of time. The noise level in the work environment is usually minimal. The pace of the work requires a rapid pace to synthesize and organize large volumes of material, while prioritizing duties.

- Modern, well-equipped biomedical research facility with BSL-2 laboratories
- Collaborative, multi-disciplinary research environment
- Access to core facilities including flow cytometry and microscopy services

This position is classified as an exempt position under the Executive exemption status because the primary function of the candidate/employee is managing several positions and is also an Administrative Officer of the College.

Employment with VCOM is “at-will.” This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with appropriate notice at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures, and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as

required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Dean: _____ Date: _____

President: _____ Date: _____