



Federal Work Study Program Position Description

NAME OF THE POSITION: Junior Laboratory Research Assistant
CLASSIFICATION: Research
EMPLOYER: Dr. Monica G. Ferrini
DEPARTMENT: Health and Life Sciences
LOCATION: LSRNE 220
WORK HOURS: TBD
RATE OF PAY: \$15 per hour
SUPERVISOR: Monica G. Ferrini, MS., Ph.D.
CONTACT INFO: 323-563-5962 or by email at monicaferrini@cdrewu.edu

PURPOSE/ROLE:

Under the supervision of the Principal Investigator Dr. Monica Ferrini and the Research Associate Ms. Su Hlaing, the Jr. Laboratory assistant will learn laboratory techniques in Basic Sciences and help with the execution of research in Urology. The techniques that he/she will learn during the federal work study program would contribute to the educational experience at CDU and would provide with tools that can be used in other employments in a laboratory settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cell and tissue culture
- Immunocytochemistry and immunofluorescence
- PCR arrays and real time PCR
- ELISA techniques
- Tissue processing
- Performs basic molecular biology techniques.
- Conducts reverse transcription of PCR/DNA/RNA Isolation.
- Performs Western Blot techniques using standard protocols.
- Conducts experiments under the supervision of principal investigator.
- Manages data collection: maintain files.
- Perform other duties as assigned. ☑ Assisting with literature review.

Other Duties and Responsibilities:

- Perform other related duties as assigned.

EDUCATION:

- Undergraduate or Graduate Full time Student in the Department of Health and Life Science Program

MINIMUM EXPERIENCE/QUALIFICATIONS:

- Experience working in a laboratory
- Knowledge of MS Office software packages (Word, Excel, Outlook, etc.).
- Demonstrated ability to work effectively both independently and as part of a team.
- Ability to communicate effectively, both in writing and orally
- Ability to maintain a high degree of accuracy in data entry
- Ability to manage multiple projects, work efficiently under pressure, and meet deadlines ☐ Ability to maintain confidentiality
- Ability to maintain working relationships with a diverse population of students, faculty, staff, and others.

COMPUTER SKILLS:

- Must possess strong computer skills and be proficient in MS Windows, Word, Excel, etc.
- Some experience with database software tools.

WORK ENVIRONMENT:

- Molecular Biology and tissue culture laboratory

PHYSICAL DEMANDS:

- Some weekend hours may be required, especially during high processing seasons.
- Sitting and standing for extensive periods of time

MENTAL DEMANDS:

- The ability to perform highly detailed work with sustained attention and care while providing/obtaining information on numerous tasks is paramount to success in this position.
- Able to work effectively and concurrently on unrelated tasks; use of sustained concentration and decision-making processes. Constant calculating, reasoning, judgment, resourcefulness, analytical ability, and ingenuity. Able to prioritize work for best outcomes.

The above 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. I understand that CDU at its sole discretion may change this description or any of its components at any time.

Supervisor: _____ **Date:** _____

Employee: _____ **Date:** _____