



Federal Work Study Program Position Description

Title: Laboratory Assistant
Department: Department of Health & Life Sciences and AXIS-TLCF laboratory
Work Hours: TBD
Pay Rate: \$15 per Hour
Supervisor: Jorge N. Artaza, MS., Ph.D. Associate professor, AXIS-TLCF lab Director
Contact: Dr. Artaza at 323-563-4915 or by email at jorgeartaza@cdrewu.edu

PURPOSE:

Under the general supervision of the Principal Investigator (Dr. J. Artaza) and the senior Research Associate (Ms. Melissa Braga) the Translational Science laboratory Jr. Assistant will help in the execution of laboratory techniques.

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:

- Regionally accredited undergraduate degree (B.A., B.S.) required and enrolled as full time student at CDU

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:** _____

Contact: _____

Employee: _____ **Date:** _____