

**The University of British Columbia
STANDARD JOB DESCRIPTION**

Job Title: Research Assistant/Technician 3

Level Definition:

Positions at this level perform complex technical tasks requiring a good knowledge of the procedures in a department gained through experience.

Typical Duties:

Plans and performs experiments, utilizing complex procedures or techniques; troubleshoots problems; collects, records, analyses and interprets experiment results.

Assists senior level staff with the design of experiments and/or development of new techniques for laboratories or facilities.

Writes reports, presents research results at laboratory meetings and assists with the writing of grant applications.

Sets up, maintains, provides supplies, tests experiments and participates in experiment development for numerous teaching laboratories for a variety of different courses, usually at higher or at varying course levels.

Provides training to undergraduate students, new and lower level technicians in the use of equipment, techniques and procedures.

Performs complex technical tasks, such as, catheterizations, necropsies, blood sampling and minor surgical procedures involved in animal surgery.

Researches, coordinates and performs regular field sampling and analysis for several research projects.

Coordinates, monitors and ensures the implementation and enforcement of laboratory safety rules and procedures.

Sets up, tests, operates and maintains common laboratory and other equipment.

May assist in running a laboratory, performing tasks, such as, purchasing supplies and minor equipment and maintaining parts of accounts.

May oversee and direct the work of one or two incumbents in lower level classifications.

Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Decision Making/Accountability:

While the work may be of a complex nature, tasks are assigned and the incumbent plans and schedules his/her own work.

Supervision Received:

Works under general supervision; receives detailed instructions on the assignment of new duties and thereafter only on new or unusual problems.

Supervision Exercised:

May oversee and direct the work of one or two employees at lower classifications in which case they are responsible for the accuracy, production, and control of the work unit.

Minimum Qualifications:

Completion of a relevant technical program or a university degree in a relevant discipline and a minimum three years of related experience or an equivalent combination of education and experience.

Specific “abilities”, “knowledge” and “experience” required for the position are outlined in the position description.

This standard Job Description is for classification purposes only, and is not a position description. Standard Job Description qualifications represent the amount of education and experience typically required for full performance on the job, and is outlined for classification and compensation purposes. Note that specific “abilities”, “knowledge” and “experience” required for the job should be outlined in the position description and posting, but are not specified in the Standard Job Description.