

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

Job Title: Research Assistant/Technician 4

Level Definition:

Positions at this level perform varied and complex technical tasks requiring formal training, specialized knowledge and/or experience.

Typical Duties:

Designs, modifies and performs complex experiments and systems and/or uses technically advanced procedures and conducts complex analysis and interpretation.

Develops and writes novel protocols and safety procedures.

Troubleshoots complex equipment and systems problems.

Operates and maintains highly specialized equipment requiring extensive training.

Manages and oversees the daily operations and finances of a laboratory or technical operation for a department, including responsibility for budget, large purchase recommendations, inventory, forecasting and maintenance of financial reports, administration of staff.

Develops operating procedures and makes recommendation on workflow improvements.

Oversees the progress of projects and participates in complex research activities.

Provides instruction and training in the use of specialized techniques and equipment.

Researches and determines the applicability of new technology and systems related to work.

Writes reports and assists in writing ethics and grant applications.

Supervises, schedules and trains staff and may make recommendations with respect to hiring and providing input into staff performance.

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

Decision Making/Accountability:

Exercises a considerable amount of judgment, responsibility, and initiative in determining work procedures and methods, and coordinating the work of the unit.

Supervision Received:

Works under minimum supervision, receiving specific instructions only on unusual problems or on matters which depart significantly from established policy and procedure.

Supervision Exercised:

May have supervisory responsibilities for a small group of employees at lower classifications and may have input into staff selection and performance evaluation.

Minimum Qualifications:

Completion of a university degree in a relevant discipline or technical program and a minimum four years of related experience or an equivalent combination of education and experience. Some positions may require a graduate degree.

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.