

## VST LLC Class Specification

**Position Title:** Research Associate Scientist

Class: Level IV

*Medgene Labs seeks a full-time Research Associate Scientist at a Level IV. The successful candidate will report to the Research and Development Clinical (R&D) Lead. The individual will be responsible for providing daily operational needs in support of the R&D clinical staff. The ideal candidate will show capacity to perform detail-oriented work and successfully integrate with a strong R&D team.*

### **Application Deadline: Until Filled**

To apply for this position, send a current resume and cover letter to [erinh@medgenelabs.com](mailto:erinh@medgenelabs.com), or send a hard copy to: VST LLC dba Medgene Labs, 1006 32<sup>nd</sup> Ave., Suite 104, Brookings, SD 57006.

#### **A. Purpose:**

Performs basic laboratory maintenance, research and testing with the primary job function of assisting other clinical and laboratory staff in compiling data and accomplishing goals.

#### **B. Distinguishing Feature:**

The Research Associate follows established procedures, performs assigned tests according to predetermined protocols, and assists with veterinary clinical studies. Has knowledge of commonly-used concepts, practices and procedures within a particular field, and experience with animal husbandry. Relies on instructions and pre-established protocols to perform the functions of the job.

Candidates should have a minimum of an Associate of Science, with a Bachelor of Science preferred, in Microbiology/Chemistry/Animal Science or related field. Experience preferred, but not required.

#### **C. Functions:**

1. Perform non-complex laboratory experiments with minimal supervision.
2. Must be able to follow detailed instructions, scientific protocols, and Standard Operating Procedures.
3. Provide results to investigators to support data compiling for due diligence.
4. Keep laboratory and clinical documents and logs as needed.
5. Maintain quality control checks and a safe environment in compliance with all governmental and laboratory policies, rules, regulations and codes.
6. Assist in general laboratory maintenance, including cleaning glassware, autoclaving, waste disposal, and equipment maintenance/monitoring.
7. Assist in animal care and handling.
8. Serve on the Institutional Animal Care and Use Committee if appointed.
9. Perform other duties as needed.

#### **D. Reporting Relationships:**

Reports to R&D Clinical Lead. Daily direction will come from Scientists; no supervisory relationship.

#### **E. Challenges and Problems:**

Challenges include maintaining accuracy, consistency, and compliance of requirements to ensure the integrity and documentation of processes/tasks performed on a daily basis.

Problems include potential equipment failure and supply availability. Troubleshoot and work around issues that may arise.

**F. Decision-Making Authority:**

Makes routine decisions and solves routine problems associated with tasks. Takes initiative to inform other personnel of more complex problems to determine the best course of action.

**G. Contact with Others:**

Daily contact with laboratory staff from R&D team. Irregular contact with Production and Quality Control. Communicate respectfully and effectively with supervisor and coworkers.

**H. Working Conditions:**

Potential for exposure to blood borne pathogens, body fluids, infectious agents, dangerous chemicals, high voltage equipment, toxic fumes, high-pressure steam, and temperature extremes.

**I. Knowledge, Skills, and Abilities:**

- a. Knowledge of:
  - i. Basic laboratory methods and techniques
  - ii. Basic computer skills
  
- b. Ability to:
  - i. Perform various cell culture growth methods, tests, and analyses.
  - ii. Follow detailed directions and instructions
  - iii. Work safely with dangerous and contagious materials and specimens
  - iv. Operate scientific equipment and computers
  - v. Perform mathematical computations
  - vi. Interpret subject matter
  - vii. Establish and maintain effective working relationships with others
  - viii. Perform various tests and adapt techniques as required
  - ix. Maintain accurate and up-to-date laboratory notebook records
  - x. Communicate information clearly and concisely

**J. Medgene Core Competencies**

- a. **Accountability and level of Impact**
  - i. Completes routine and non-routine tasks; impacts group/project team
  - ii. Requires limited supervision
  
- b. **Technical/Functional Expertise & Application**
  - i. Applies general knowledge of scientific/technical principles and techniques
  - ii. Follows existing processes and procedures, and recommends modifications
  - iii. May provide limited training to others
  - iv. Understands customer needs/expectation with limited guidance
  
- c. **Problem Solving and Innovation**
  - i. Makes routine decisions/solves routine problems associated with tasks, and/or project team work
  
- d. **Communication, Collaboration, and People Influence**

- i. Collaborates with Medgene associates, and/or project team
- ii. Actively listens
- iii. Takes initiative to inform others
- iv. Respects diverse ideas and perspectives
- v. Documents own work and may present to local team