



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 12/22/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Research Associate (Laboratory Manager)
Status: Full-time, 35-hours per week, grant funded, renewable, contingent upon funding
Grade: 0
Union Affiliation: NUNC
Reports To: PI of RI-INBRE Grant (Faculty Member)

PRIMARY PURPOSE:

Perform experiments and manage laboratory activities to assist the principal investigator in accomplishing research goals for NIH-funded projects.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Study the role of DNA Polymerase Theta in melanoma using a variety of cellular, biochemical, and biophysical techniques.
- Coordinate student schedules (including collaborations at Brown University) and laboratory activities.
- Maintain cell lines, express and purify recombinant protein.
- Maintain chemical and biological inventory.

Occasional Job Functions:

- Assist in the ordering of supplies from vendors.
- Maintain instruments.
- Uphold strict chemical safety practices.
- Perform other duties and responsibilities as assigned by the PI.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree in Chemistry with a concentration in biochemistry.

Experience:

- A minimum of two years' experience working in a laboratory setting.
- Experience with biochemical kinetic assays, including working with a Rapid Chemical Quench system, running DNA sequencing gels, using ImageQuant and Image Studio software.

Skills, Knowledge and Abilities:

- Knowledge of basic molecular techniques.
- Strong communication skills.

ENVIRONMENTAL CONDITIONS:

The employee routinely handles electronic and other scientific equipment and chemicals appropriate to the discipline.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.