ASSISTANT - GRADE 3

Generic Position Overview

**Family:** Natural and Applied Science

**Cluster:** (NAS3) Assistant

**Note:** Employees of Queen's University work in a challenging and diverse environment. Queen's is committed to encouraging the development of new skills and attributes in its workforce. It is critical that staff are able to adapt to a changing work environment and to acquire new skills as these become necessary.

Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

Generic Position Summary: Incumbent prepares and conducts procedures, and observes and records results following scientific protocols and methods. He/she also operates and maintains basic equipment and prepares cultures. May perform other administrative or experimental duties including set up, running errands, inventory monitoring, or booking appointments. Incumbent may be required to provide other support including photographic or computer services depending upon the department or unit.

**Primary Duties And Responsibilities:** Follow routine experimental protocols to prepare and conduct procedures and observe and record results. Prepare samples, keep accurate records, prepare data printouts and maintain a lab manual.

Operate and maintain basic lab equipment and may guide others in procedure and safe operation. May machine, assemble, or repair instruments.

Maintain cultures and prepare solutions and media.

Perform other general experimental or administrative duties such as running errands, setting up labs, basic word processing, or arranging appointments.

May provide basic audio-visual, photographic, or computer related services, including data entry or photographic development.

Take inventory and replenish supplies as necessary.

Undertake other duties as delegated in support of the unit or department.

**Required Background:** Two-year post-secondary program in a related field or one-year post-secondary program with on-the-job training or relevant
experience in a laboratory environment. Some positions may require more extensive training or experience in a particular area of research, procedure, technique or piece of equipment. Safety-related training will be provided on-the-job. Consideration will be given to an equivalent combination of education and experience.

**Special Skills:** Typical skills that *may* be required in the performance of job duties include:

Ability to prioritize workflow and apply scientific protocols to obtain accurate experimental results.

Ability to handle dangerous materials, safely operate equipment, and prepare solutions by following specific directions carefully.

Basic computer skills and ability to learn new software as required.

Ability to perform routine lab maintenance duties.

**Decision Making:** Examples of the types of decisions regularly made on the job:

Decide how to appropriately respond to equipment breakdown: resolve minor or routine problems personally, contact manufacturer or senior staff to resolve more complex problems. Determine how to correct minor methodological deviations.

Consult with supervisors to help decide which protocol to employ in the completion of an experimental duty.

Decide priorities of various tasks and schedule time for everything required, often dealing with conflicts and the strict deadlines that are common to experiments.

**Supervisory Responsibilities:** NONE

_Last update: December, 1999_