

Core Research Assistant I

Minimum Qualifications: Bachelor's degree and 0 months experience

Responsibilities Include:

Perform intake functions for the core laboratory.

- Receive and log sample or request for services
- Provide core lab services information to individuals utilizing the core including: minimum requirements for services, cost, etc.

Under supervision, run experiments, assays, and record results

- Read and follow experimental protocols (May include animal handling, tissue culture, etc.)
- Compile and communicate results to supervisor
- Follow University safety protocols (may include use of combustibles, radioactivity, toxic material, and/or carcinogenics)
- Perform calculations involving molarity, % solutions, and serial dilutions.

Prepare and operate equipment in experimental procedures

- May include blood gas analyzer, centrifuge, pH meter, spectrophotometer, autoclave, scintillation counter, electrophoresis unit, analytical balance, etc.
- Maintain and repair equipment according to manufacturer and university guidelines.

Ensure laboratory is prepared for experiments

- Maintain inventories
- Maintain sterile conditions as required
- Prepare reagents
- Clean equipment

Core Research Assistant II

Minimum Qualifications: Bachelor's degree and 24 months experience

Responsibilities Include:

Under the direction of the Core Manager or Director, execute the day to day flow of the lab.

- Provide training to new staff.
- Assist in day to day problem solving.

Under minimal supervision, plan, conduct and evaluate experiments and assays of varying complexity.

- Understand and follow experimental protocols.
- Record, compile, and report data.
- Analyze and interpret data.

Ensure laboratory is prepared for experiments

- Maintain inventories
- Maintain sterile conditions as required
- Prepare reagents
- Clean equipment

May utilize the CORES system for documenting services provided and to ensure services are appropriately billed to clients.

- Accurately compile information for monthly billing.
- Invoices clients for services utilizing CORES.

Maintains the instrument/equipment used for services provided by the core.

- Read and follow all equipment manuals.
- Maintain and repair equipment according to manufacturer and University guidelines.
- Provide training to researchers in instrument/equipment operation.
- Troubleshoots instrument/equipment problems.

Core Research Assistant III

Minimum Qualifications: Bachelor's degree and 48 months experience

Responsibilities Include:

The Core RA III oversees and executes Core Services workflows under the direction of the Core Manager and/or Director. This involves managing the service workflow and the personnel executing the workflow. Additionally, the Core RA III assists in the development and implementation of new core services. Under minimal supervision, set up, conduct experiments, and continue research projects following protocols including the appropriate recording of data and reporting of standard or variant results. Assist in other core laboratory and research functions, which may include utilizing the CORES system to document services provided and ensuring services are appropriately billed.

Under the direction of the Core Manager and/or Director, oversee and execute the day to day core services workflow of the lab.

- Responsible for providing training and oversight to staff
- Assist in day to day problem solving, including prioritization of the services workflow
- Assist in development and implementation of new core services
- Assist with budgetary/cost accounting documentation

Under minimal supervision, plan, conduct and evaluate experiments and assays of varying complexity

- Understand and follow experimental protocols
- Record, compile, and report data
- Analyze and interpret data
- Interact with core clients in the planning and execution of experiments/core services, advising PI's as necessary
- Troubleshoot protocols as necessary
- Participate in beta-tests of new protocols and products as directed by the Core Manager and/or Director

Ensure Laboratory is prepared for experiments

- Maintain inventories
- Maintain sterile conditions as necessary
- Prepare reagents
- Clean equipment

Maintains the instrument/equipment used for services provided by the core

- Read and follow all equipment manuals
- Maintain and repair equipment according to manufacturer and University guidelines
- Provide training to researchers in instrument/equipment operation.
- Troubleshoots instrument/equipment problems
- Recommend equipment needed for protocol improvement as needed
- Develop usage protocols for new equipment acquired by the Core

May utilize CORES system for documenting services provided and to ensure services are appropriately billed to clients.

- Accurately compile information for billing services as work is completed

Core Research Assistant III (continued)

- Develop cost analysis/documentation of services as they are developed in the core
- Assist in preparing Quotes based on experimental design of investigators
- Submit Invoices for services utilizing cores

Coordinator, Scientific Research Core Facility

Minimum Qualifications: Bachelor's degree and 60 months experience

Responsibilities Include:

Appointed through the Office of Research, the Scientific Core Research Facility Manager is responsible for ensuring the scientific core research facility activities are carried out throughout the Medical Center in conjunction with the Office of Research. This position plans, organizes, and coordinates the scientific core research facility work flow; interacts closely with research faculty and staff throughout the Medical Center to provide training, consultation, and other services as offered by the scientific core research facility.

Direct the daily operations of a scientific core research facility. Daily activities include, but are not limited to, overseeing core services, staff training (technical, safety, core facility policy, and compliance training).

- Develop scientific core research facilities policies and procedures.
- Set goals and plans to achieve results.
- Plan for future growth opportunities as appropriate.

Interacts with the Office of Research to determine equipment needs of the scientific research core facility.

- Consult with the core lab manager or director annually to assess equipment needs.
- Provides recommendations on equipment purchases.

Manages the scientific core research facility equipment.

- Optimizes the utilization of the scientific core facility equipment.
- Supervise and monitor instrument calibration and maintenance.
- Troubleshoot instrument problems.
- Responsible for inventory and capital equipment.

Provide services, support, and training to research faculty, staff, graduate student, and postdoctoral fellows.

- Provide training to researchers (faculty and staff) on instrument operation.
- Provide assistance on experimental design as appropriate.
- Provide assistance with data analysis and interpretation of data.
- Assist researchers in day to day problem solving in research efforts.

Ensures the scientific core research facility is compliant with regulatory agencies and Vanderbilt policies and procedures.

- Maintains and generates report, records, and statistics and ensures compliance with regulatory agencies.
- Maintain all required quality control documents and have documents available for audit at all times.

Ensures financial goals are attained for scientific core research facility performance based on projections and defined goals.

- Make recommendations to director/principal investigator regarding staff, supply and equipment needs for scientific core research facility services.

Coordinator, Scientific Research Core Facility (continued)

- Accurately compile information for monthly billing.
- Invoices clients for services utilizing CORES.
- Ensures scientific core research services are billed on a monthly basis utilizing the CORES invoicing system.

Develop and maintain websites, flyers, bulleting, newsletters to communicate information core users.

- Communicates price levels as appropriate to other core users.
- Consult with core users to determine their satisfaction with services provided by the scientific core research facility.

Scientific Core Research Facility Manager

Minimum Qualifications: Bachelor's degree and 72 months experience

Responsibilities Include:

Appointed through the Office of Research, the Scientific Core Research Facility Manager is responsible for ensuring the scientific core research facility activities are carried out throughout the Medical Center in conjunction with the Office of Research. This position supervises staff; plans, organizes, and coordinate the scientific core research facility work flow; interacts closely with research faculty and staff throughout the Medical Center to provide training, consultation, and other services as offered by the scientific core research facility.

Direct the daily operations of a scientific core research facility. Daily activities include, but are not limited to, overseeing core services, staffing/personnel management and performance, staff training (technical, safety, core facility policy, and compliance training).

- Establish and execute business plans for the scientific core research facility.
- Develop scientific core research facilities policies and procedures.
- Set goals and plans to achieve results.
- Plan for future growth opportunities as appropriate.
- Recruit, hire, train, evaluate, and discipline staff as appropriate.

Interacts with the Office of Research to determine equipment needs of the scientific research core facility.

- Consult with the Office of Research annually to assess equipment needs.
- Provides recommendations to the Office of Research on equipment purchases.

Manages the scientific core research facility equipment.

- Optimizes the utilization of the scientific core facility equipment.
- Supervise and monitor instrument calibration and maintenance.
- Troubleshoot instrument problems.
- Responsible for inventory and capital equipment.

Provide services, support, and training to research faculty, staff, graduate student, and postdoctoral fellows.

- Provide training to researchers (faculty and staff) on instrument operation.
- Provide assistance on experimental design as appropriate.
- Provide assistance with data analysis and interpretation of data.
- Assist researchers in day to day problem solving in research efforts.

Ensures the scientific core research facility is compliant with regulatory agencies and Vanderbilt policies and procedures.

- Maintains and generates report, records, and statistics and ensures compliance with regulatory agencies.
- Maintain all required quality control documents and have documents available for audit at all times.

Scientific Core Research Facility Manager (continued)

Ensures financial goals are attained for scientific core research facility performance based on projections and defined goals.

- Participate in annual budget planning.
- Monitor budget expenditure of funds for scientific core research facility to stay within approved budget levels.
- Make recommendations to director/principal investigator regarding staff, supply and equipment needs for scientific core research facility services.
- Accurately compile information for monthly billing.
- Invoices clients for services utilizing CORES.

Interact with the Office of Research to set and manage the scientific core price levels utilizing the CORES invoicing system.

- Provides the appropriate documentation to support prices for services.
- Ensures scientific core research services are billed on a monthly basis utilizing the CORES invoicing system.

Develop and maintain websites, flyers, bulleting, newsletters to communicate information core users.

- Communicates price levels as appropriate to other core users.
- Consult with core users to determine their satisfaction with services provided by the scientific core research facility.