

## Research Associate (VAC)

### JOB DESCRIPTION

**JOB TITLE:** Research Associate

**FLSA STATUS:** Exempt

**LOCATION:** Sioux Falls, SD

**UPDATED:** 19 MARCH 2019

**REPORTS TO:** VAC Manager

**DEPARTMENT:** Vaccinology and Antibody Characterization

**Position Summary:** Responsible for leading and performing experiments, immunoassays and other technical procedures; writing research protocols under the supervision of the Manager; will summarize experimental data and report the information accordingly.

#### Essential Duties and Responsibilities:

- Performing development, optimization and qualification of analytical assays, writing ROPs, SOPs, QPs, QRs and documentation related to assays/procedures as needed.
- Conducting routine laboratory assays, ELISAs, cell based assays, serological assays, bioassays and other immunoassays according to protocol. Completes training on established protocols, assays and procedures as required and submits training records to the company.
- Preparing vaccine and/or adjuvant formulation according to protocol for target projects.
- Responsible for collecting, evaluating, interpreting and documenting research data and maintaining laboratory note book according to scientific objectives and principles of the company.
- Responsible for logging, storing and maintaining research samples and materials and for accurate records in notebooks & databases as needed by the research project. Responsible for logging, storing and maintaining pre-clinical samples and human clinical samples and materials and for accurate records in notebooks & databases as needed by the production project.
- Responsible for general laboratory maintenance, ordering supplies/materials as required, preparing reagent solutions and media. Maintains adequate inventory levels of lab supplies and orders materials in accordance with established policies and procedures to assure timely achievement of lab activities. Ensures quality of reagents and laboratory equipment including performing preventative maintenance, troubleshooting and minor repairs of instruments for smooth operation in the lab.
- Assist other projects in the department or from other departments as needed.

**Supervisory Responsibilities:** This position does not supervise employees.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education, Experience and Certifications:** Requires a Bachelor’s degree in Biology or relevant fields with 0-5 years of experience in their field.

**Language Skills:** Must have strong communication skills. Write technical reports detailing procedures, outcomes and observations. Must be proficient in Microsoft Office software (Word, Excel, PowerPoint and Outlook). Ability to effectively present information in one-on-one, small groups and lab meetings.

**Mathematical Skills:** Utilizes established mathematical and scientific techniques to compile and analyze data.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to walk, stand and sit. The employee will be able to use the pipettes for long periods at any given time. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

**Working Environment:** Normal laboratory working conditions.

**ADA:** The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

*This job description will be reviewed periodically as duties and responsibilities change with business necessity. Primary and additional duties and responsibilities are subject to modification.*

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EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE