

**Wet Lab/Bench Research  
Technical Associate I & II  
JOB LEVEL GUIDE**

		Technical Associate I Exempt	Technical Associate II Exempt
<b>Position Overview Statement</b>		<p>Performs various laboratory research experiments and duties.</p> <p>Records test results, analyzes data using statistical methodology.</p> <p>Ensures inventory of appropriate lab supplies.</p> <p>Maintains computer database(s) and improves data utilization.</p> <p>May coordinate multiple research-related projects.</p>	<p>Responsible for the organization and performance of a broad range of laboratory experiments.</p> <p>Utilizes both routine and specialized techniques in research area.</p> <p>Performs analysis and documentation of experimental protocols.</p> <p>Designs and maintains computer database(s) and improves data utilization.</p> <p>May coordinate multiple research-related projects.</p>
<b>Principal Duties &amp; Responsibilities</b>	<b>Research Techniques and Protocols</b>	<p>Performs bench experiments.</p> <p>Conducts standard and/or specialized lab techniques and functions to support lab and/or research project or protocol.</p> <p>Participates in modification of protocols and experimental strategies.</p> <p>Performs independent research.</p>	<p>Performs bench experiments.</p> <p>Modifies and/or develops protocols, procedures, techniques or applications of technology.</p> <p>Participates in formulating research methods and suggesting options for improving quality and recommending solutions.</p> <p>Oversees protocol implementation and renewals (CAC, COUHES)</p> <p>Assists with writing and coordination of proposal components and progress reports.</p> <p>Develop standard operating procedures for all aspects of device handling.</p> <p>Performs independent research.</p>
	<b>Research and Document Production</b>	<p>Summarizes and documents research results and findings to researchers.</p> <p>Presents research findings at laboratory meetings.</p> <p>Researches and provides content for manuals, presentations, grant and fellowship proposals as well fulfilling internal request for information.</p> <p>Initiates and recommends changes to manuals and procedures for own area.</p> <p>May co-author articles and/or manuscripts.</p> <p>May conduct literature reviews.</p>	<p>Analyzes, synthesizes, interprets and documents experimental results.</p> <p>Publishes project results through writing reports, case studies, and/or articles.</p> <p>Presents research findings at laboratory meetings.</p> <p>Prepares and/or collaborates on articles for submission to scientific journals and publications.</p> <p>Co-authors manuscripts/articles for publications.</p> <p>May conduct literature reviews.</p>

*Duties listed at lower levels may also be expected in higher-level positions.*

		<b>Technical Associate I Exempt</b>	<b>Technical Associate II Exempt</b>
	<b>Lab Administration</b>	<p>Participates in planning and execution of lab events including lab meetings.</p> <p>Assesses equipment needs and schedules maintenance and repairs of equipment.</p> <p>Maintains vendor relationships and equipment service contracts/records.</p> <p>May assist in the preparation and submission of salary certification and effort reports.</p> <p>May make recommendations for new and/or revisions to policies and procedures for the laboratory.</p>	<p>Coordinates meetings with external and internal research collaborators.</p> <p>Manages expenditures, ensures funds are spent in accordance with federal laws and budget guidelines.</p> <p>Ensures lab adheres to MIT financial policies, record retention, and other research administration policies.</p> <p>Develops, revises and/or implements policies and procedures for the laboratory.</p> <p>Maintains vendor relationships and equipment service contracts/records.</p> <p>Assesses equipment needs and schedules maintenance and repairs of equipment.</p> <p>May assist in the preparation and submission of salary certification and effort reports.</p>
	<b>Supplies &amp; Equipment</b>	<p>Ensures appropriate inventory of lab supplies for work area. Monitors conditions of orders and service contracts to ensure that deals/purchases are appropriate based on budget.</p> <p>Researches and recommends the purchase of specialized equipment.</p> <p>Trouble-shoots and makes recommendations to solve equipment issues. Liaises with facilities as needed.</p>	<p>Oversees lab ordering systems ensuring spending is compliant with budget guidelines and within budgetary constraints.</p> <p>Identifies and liaises with departmental administration on the purchase of complex equipment.</p> <p>Responsible for the allocation of equipment and supplies.</p> <p>Trouble-shoots and makes recommendations to solve equipment issues. Liaises with facilities as needed.</p> <p>Manages approved use of controlled substances.</p>
	<b>Data/Analysis</b>	<p>Performs statistical and multivariate analysis and evaluates experiment results/research findings.</p> <p>Analyzes and interprets varying situations. Utilizes approaches based on understanding of policies, precedents, past practices and scientific knowledge to resolve issues.</p> <p>Responsible for database assembly and management.</p> <p>Creates databases using FileMaker Pro, Excel, Access, and/or databases specific to lab.</p> <p>May implement and maintain analysis software.</p>	<p>Performs statistical and multivariate analysis and evaluates experiment results/research findings.</p> <p>Advises on experimental design and applicability.</p> <p>Analyzes and interprets widely varying situations. Utilizes approaches based on deep understanding of policies, precedents, past practices and scientific knowledge to resolve issues.</p> <p>Creates databases using FileMaker Pro, Excel, Access, and/or databases specific to lab.</p> <p>Implements and maintains analysis software.</p> <p>Researches and gathers data from multiple sources for highly complex projects.</p>
	<b>Environmental Health &amp; Safety</b>	<p>Ensures safety standards and procedures are followed.</p> <p>Prepares lab for inspections and corrects problems.</p>	<p>Has deep understanding of safety policies and procedures. Ensures safety standards and procedures are followed.</p>

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		<p>Ensures biohazard waste disposal occurs following policies and procedures.</p> <p>May serve as EHS representative for laboratory.</p>	<p>Prepares lab for inspections and corrects problems.</p> <p>Manages chemical and biohazard safety training and practices within the experimental spaces. Ensures biohazard waste disposal occurs.</p> <p>Provides safety training for others in the lab/work area.</p> <p>May serve as EHS representative for laboratory.</p>
	<b>Other</b>	Performs other related duties as required, including work performed at lower levels, when necessary.	Performs other related duties as required, including work performed at lower levels, when necessary.
<b>Supervision Received</b>		<p>Receives minimal supervision from supervisor, manager or faculty member(s).</p> <p>Work is reviewed at key stages by supervisor, manager, or faculty member(s).</p>	<p>Receives minimal supervision from supervisor, manager or faculty member(s).</p> <p>Work is reviewed at key stages by supervisor, manager, or faculty member(s).</p>
<b>Supervision Exercised</b>		<p>Trains and coordinates work of lower-level staff, student employees, and/or temporary staff.</p> <p>Ensures that others comply with established standards, applicable regulations, and laboratory procedures.</p> <p>May be responsible for onboarding new staff to the lab and training users in equipment operation.</p>	<p>Serves as primary resource for lab member on research techniques, taking responsibility for complex tasks without direct supervision.</p> <p>Responsible for onboarding new staff to the lab. Trains and mentors new staff.</p> <p>Ensures that others comply with established standards, applicable regulations, and laboratory procedures.</p> <p>Provides guidance and leadership in non-routine tasks.</p> <p>Trains users in equipment operation and research techniques.</p> <p>May directly supervise staff or provide input in performance reviews of staff.</p> <p>May provide input into the hiring of staff.</p>
<b>Education</b>		Bachelor's degree in specialized or related field based on hiring lab is required.	<p>Bachelor's degree in specialized or related field, based on hiring lab is required.</p> <p>Master's degree preferred.</p>
<b>Experience</b>		Minimum 2 years' specialized lab experience required (which may include experience gained as an undergraduate).	<p>Minimum 4 years' specialized lab experience required (which may include experience gained as an undergraduate).</p> <p>Prior supervisory experience preferred.</p>
<b>Knowledge</b>		<p>Requires specific understanding of research and broad knowledge of work of the lab(s).</p> <p>Ability to recognize needs of unit.</p>	<p>Requires deep understanding of research and broad knowledge of work of the lab(s).</p> <p>Ability to recognize needs of unit.</p>

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	Technical Associate I Exempt	Technical Associate II Exempt
	Experience in conducting on-line research and applying information to projects based on scientific area of study.	Experience in conducting on-line research and applying information to projects based on scientific area of study.
<b>Critical Thinking and Problem Solving</b>	Identifies and selects appropriate tools, data, and analysis techniques to diagnose problems and develop solutions.  Makes recommendations to solve and resolve highly complex problems.	Recognizes problems or situations that are new or without precedent. Finds solutions using a systematic, multi-step approach.
<b>Decision Making</b>	Decision making guided by varied and less defined instructions and practices requiring broader interpretation.	Makes decisions on issues and priorities for own work area.
<b>Impact</b>	Work may affect multiple areas.  Communicates, interprets and trains others on lab/departmental policies.  Accountable for the end product of own work.  Maintains confidentiality of information.	Work may affect multiple units.  Determines and may develop lab procedures and recommends changes to work-area processes.  Communicates, interprets and trains others on lab/departmental policies.  Accountable for the end product of own work.  Maintains confidentiality of information.
<b>Collaboration</b>	Collaborates with team; shares relevant information with those who may be affected by decisions.  Participates in formal or informal group problem solving for immediate issues.  Identifies and resolves issues in own work group	Collaborates with team; shares relevant information with those who may be affected by decisions.  Participates in formal or informal group problem solving for immediate issues.  May provide basic facilitation for group discussions.  Identifies and resolves issues in own work group  Assists with issues that impact other areas.
<b>Communication Effectiveness</b>	Excellent interpersonal and communication skills in order to represent the work area and the larger MIT community.  Able to answer complex questions.  Conveys information to others and takes steps to ensure understanding.  Shares information in a clear and concise manner.	Excellent interpersonal and communication skills in order to represent the work area and the larger MIT community.  Conveys complex information to others and takes steps to ensure understanding.  Shares information in a clear and concise manner.  Tailors communication to different audiences.
<b>Work Environment</b>	Staff may be subject to hazards including proximity to mechanical parts, electrical current or exposure to high heat or chemicals.	Staff may be subject to hazards including proximity to mechanical parts, electrical current or exposure to high heat or chemicals.
<b>Physical Requirements</b>	Work may require exerting light to medium amount of force to move objects (10 – 20lbs). Use of arms and/or legs to push, pull and lift objects. Work may require mobility to accomplish some tasks, particularly for long distances or moving from site to site.	Work may require exerting light to medium amount of force to move objects (10 – 20lbs). Use of arms and/or legs to push, pull and lift objects. Work may require mobility to accomplish some tasks, particularly for long distances or moving from site to site.

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