**University of Maine**

**Job Description**

**Title:** Analytical Research Assistant

**Department:** Aquaculture Research Institute

**Date:** January 2024

**Reports To:** Research Specialist

**Purpose:** To prepare for and carry out analysis of environmental samples, monitor for safety and laboratory readiness, and oversee student workers. This position includes the performance of a variety of tasks associated with field and laboratory activities to support ongoing and upcoming research and analytical projects of the Marine Water Quality Laboratory at the Darling Marine Center. The work associated with this position will be conducted primarily out of the Darling Marine Center in Walpole, Maine, but the successful candidate may occasionally participate in fieldwork throughout the Gulf of Maine, potentially in remote areas, and occasionally with overnight travel requirements.

Essential Duties and Responsibilities:

* Maintain reagents, labware, instrumentation equipment and supplies in a state of readiness for sample collection and analysis.
* Analyze environmental samples using a variety of instrumentation and protocols.
* Operate complex analytical instrumentation.
* Organize and inventory laboratory supplies and equipment.
* Compile, verify, and analyze data.
* Supervise student workers and interns.
* Perform other related duties as assigned.

**Knowledge, Skills and Qualifications:**

**Required:**

* Bachelor’s degree in a science related field.
* Basic working knowledge of standard laboratory equipment and technology.
* One or more years of professional laboratory experience.
* Demonstrated attention to detail and strong organizational skills.
* Demonstrated success working under strict regulatory requirements and deadlines
* Communicates effectively with supervisors, employees, and students in a professional and timely manner
* Experience with problem solving and the adapting to changing circumstances and conditions.
* Flexibility to work a schedule that may change due to weather, equipment challenges, or client needs.
* Ability to lift up to 40 lbs.

**Preferred:**

* One or more years of experience in laboratory analyses.
* Familiarity with environmental analytical chemistry principles.
* Ability to travel, normally requiring a driver’s license, and may include overnight trips to attend meetings or training programs.

**Working Environment/Dynamics:** This job will occur primarily in an analytical laboratory but will also require working at a computer and occasional field work. Work is scheduled typically either 8 hours per day, five days per week, or 10 hours per day, four days per week. Although every effort is made to contain work to the scheduled hours, sometimes longer days are required to complete laboratory protocols. Any such changes in schedule will be communicated to the employee with as much advance notice as possible. May require occasional field sample collection. This laboratory is also used for part of the year as a teaching laboratory. Although not required, the opportunity exists to assist with teaching of undergraduate students. Laboratory work includes handling hazardous chemicals, complex instrumentation, hot surfaces, and compressed gasses as well as exposure to a variety of nuisance background noises. Risk is minimized using the hierarchy of controls process. Safety of laboratory workers is the utmost priority. Employees are required to complete safety and ethics training and are expected to comply with all safety and regulatory requirements. Once trained, some duties may be performed remotely, but it is anticipated that the employee will be required to be in the laboratory 90% of the time.

**Work Schedule:** Normal University of Maine business hours are roughly Monday through Friday 8:00 a.m. to 4:30 p.m. Laboratory employees may also work on a 4 day work week, with 10 hour days if that is preferable to the employee and acceptable to the laboratory manager. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will occasionally be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Position Type:** Contingent on external funding.

**Work Year:** Full-time, fiscal year.

**Supervisory Responsibilities:** The incumbent may have indirect supervision of 1-2 student employees in the Marine Water Quality Laboratory, but will not be responsible for hiring or evaluating these employees.

**Schedule for Evaluation:** In the initial six months of employment and annually thereafter, in accordance with the UMPSA agreement.

**Job Family/Salary Grade:** 03/02.

The finalist for this position must successfully complete a pre-employment physical, and appropriate background checks will be required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.