

*Putting knowledge to work with the people of Maine.*

**Position Title:** Scientific Research Specialist CL2

**Department:** Cooperative Extension

**Reports to:** Molecular Diagnostic Professional

**Position Type:** Full-time, ongoing, base-budgeted

**Purpose:**

The Scientific Research Specialist CL2 with the University of Maine Cooperative Extension will be responsible for coordinating field and laboratory work associated with UMaine Tick Lab. The position is expected to work collaboratively with faculty, professional and classified staff to aid in the research of ticks and tick-borne pathogens including both field surveillance and molecular diagnostic testing as needed.

**Essential Duties and Responsibilities:**

* Coordinate the fieldwork efforts of the UMaine Tick Lab
* Oversee the collection of field specimens and the use of proper documentation for all collected samples, as well as the organization of samples at the DRL
* Maintain inventory of equipment and supplies needed for fieldwork to ensure that field crews are adequately supplied to complete their assigned duties
* Assign and oversee the daily fieldwork activities of undergraduate and graduate students as well as temporary employees
* Write work instructions for fieldwork and conduct fieldwork trainings
* Conduct safety checks with all field crews to ensure they safely reach and leave their assigned destinations
* Inspect vehicles before being sent out for fieldwork to ensure they are adequately supplied and safe to use
* Contact landowners to obtain permission to conduct fieldwork activities on private property and state owned property
* Work with the Tick Lab Coordinator to ensure all needed permits are in place for current and upcoming projects
* Provide support to the DNA/PCR laboratory and other laboratories within the DRL as required
* Follow all Standard Operating Procedures and safety protocols for conducting molecular testing including any required trainings and certifications
* Assist the Tick Lab staff with receiving, identifying, and testing tick specimens collected from fieldwork as well as submissions from the general public
* Complete DNA and RNA extractions as well as PCR, qPCR, RT-qPCR assays on a variety of biological materials
* Prepare samples for and complete DNA sequencing using Sanger and next-generation methodologies
* Monitor and maintain inventory of supplies, equipment, and reagents
* Organize and maintain sample and specimen inventories

**General Duties:**

* Assist with project method development and trouble-shooting
* Compile reports as requested
* Coordinate and assist with diverse project teams
* Develop and maintain professional relationships that reflect courtesy, civility, and respect
* Commit to organizational improvement by identifying opportunities to improve and recommending possible alternatives for a situation
* Perform other reasonably related duties as assigned

**Knowledge and Skill Qualifications**:

**Required:**

* Bachelor's Degree in biology, ecology or closely related discipline
* Minimum of 1.5 years experience working with molecular diagnostic technologies including DNA/RNA extraction/purification and quantitative real-time PCR
* Experience conducting research fieldwork, particularly related to ticks and small mammals
* Demonstrated management and organizational skills
* Experience conducting laboratory safety training
* Demonstrated experience in prioritizing and managing a workload of testing procedures and samples
* Collaborative work skills with colleagues
* Ability to work independently and manage multiple tasks in an autonomous work environment as well work effectively as part of a team, and able to achieve and document measurable results
* Work schedule flexibility depending upon the needs of clients

**Preferred:**

* Knowledge of University of Maine Cooperative Extension and its educational programs
* Experience with Cooperative Extension’s diagnostic services
* Experience with GPS and GIS
* Experience with the analysis of DNA sequence data
* Experience working with diverse audiences; knowledge of diversity, equity and inclusion; and understanding of equal opportunity, affirmative action and civil rights policies.

**Supervisory Responsibilities:** Supervision of graduate and undergraduate student employees

**Work Environment / Dynamics:** This position will be based in the Diagnostic and Research Laboratory (DRL) in Orono, Maine. Activities include those listed above, in a laboratory / indoor setting as well as in-the-field / outdoor setting.

**Work Schedule:** Normal UMaine Cooperative Extension office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

**Schedule for Evaluation / Bargaining Unit:** Associated Clerical Office Laboratory Technical Staff of the Universities of Maine (ACSUM/COLT). In the initial six months of employment then annually thereafter in accordance with the ACSUM/COLT Agreement.

**To Apply:** To apply, materials must be submitted via "Apply For Position".  The applicant will need to create a profile and application; upload a letter of intent (cover letter) addressing the specific job requirements, updated curriculum vitae, and contact information for three (3) current professional references (names, addresses, phone numbers, e-mail addresses, and relationship to applicant) that may be contacted. The applicant will also need to complete the affirmative action survey, the self-identification of disability form, and the self-identification of veteran status form. Incomplete application materials cannot be considered.

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. Appropriate background checks are required.

*The University of Maine is an EEO/AA institution and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information or veteran’s status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, 101 Boudreau Hall, University of Maine, Orono, ME 04469-5754, 207.581.1226, TTY 711 (Maine Relay System).*