

# **JOB DESCRIPTION**

**JOB CODE:** Research Assistant

**EFFECTIVE DATE:** December 31, 2018

**POSITION PURPOSE:**

The Research Assistant will be responsible for recertifications, measurement services projects, and fabricating calibration standards. Function as both support and lead on customer and internal lab projects as assigned by management.

**PRINCIPAL RESPONSIBILITIES:**

- Conduct recertification analysis of customer calibration standards
- Participate in customer Measurement Services Projects
- Participate in experimental investigations for new application development
- Maintain laboratory equipment and laboratory quality system
- Support other functional department activities as assigned by management including:
  - Fabricate glassware calibration standards in support of manufacturing
  - Technical writing projects (application notes, white papers) in support of marketing

**ORGANIZATIONAL RELATIONSHIPS**

- Reports to Lab Manager
- Interacts with Technical Support Specialist, Applications Engineer, Research Scientist, Research Associate, Laboratory Assistant, and Laboratory Technician

**CONTACTS**

- Internal: Company management and employees
- External: Customers

**SUCCESS FACTORS**

- Well-developed interpersonal skills
- Strong analytical skills
- Attention to detail
- Exemplary organizational and time-management skills
- Ability to work under pressure and meet deadlines
- Excellent oral and written communication skills
- Integrity and honesty

**REQUIREMENTS:**

- Required: BS Physical or Life Sciences
- 0-2 years of experience
- Laboratory experience or coursework (electronics lab and/or advanced lab)