POSITION DESCRIPTION

Research Assistant

Position Level | 4
Faculty/ Division | Medicine & Health
Position Number | 00187669
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Position Summary

A Research Assistant plays a key role within the School of Biomedical Sciences in providing practical research and administrative support for project teams and key stakeholders.

The purpose of this role is to assist with the conduct of a research project, which will involve developing, implementing and testing as well as liaising with investigators.

The Research Assistant will report to the Centre Manager in the interim and the direct line manager will be updated in 2024.

Accountabilities

Specific accountabilities for this role include:

• Assist with screening of patient biospecimens using immunohistochemistry on the Roche Discovery Ultra.
• Conduct digital scanning of glass slides and glass slide organization.
• Assist with conducting correlative research on patient biospecimens as projects arise using flow cytometry, DNA/RNA isolation techniques for downstream analysis.
• Demonstrate attention to detail in data entry, cross-referencing against project deliverables to ensure accuracy.
• Assist with the coordination of research activities and provide research support to meet project milestones.
• Provision of general administrative support including lab maintenance, attendance at meetings and training sessions.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience
• Bachelor’s degree in biomedical science, immunology, biochemistry, or laboratory medicine or equivalent with 2+ years laboratory experience.
• Proven knowledge and experience in immunohistochemistry and immunofluorescence techniques, flow cytometry, and DNA/RNA extraction.
• Experience in immunohistochemistry using automated IHC stainers (e.g., Agilent, Ultra discovery, or Leica) and multiplexing would be highly desirable.
• High level of personal motivation and initiative, with a keen interest in facilitating the uptake of emerging histology technologies.
• Solid knowledge and experience working within a laboratory environment.
• Ability to work collaboratively and liaise effectively with colleagues and researchers, but also to take initiative and work independently while managing competing demands.
• Excellent written and verbal communication skills, with a high level of attention to detail and analytical abilities.
• Ability to multitask and successfully work as part of a team.
• Experience working with a range of computer systems and applications, including Microsoft office.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.