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## POSITION DESCRIPTION

# Research Assistant

Faculty/Division	Medicine & Health
Classification Level	Professional 5
Hours & Span (Category)	ACADEMIC POSITION NO SPAN
Position number	00198212
Shiftwork status	NOT SHIFTWORKER
Allowances	<a href="#">Click or tap here to enter text.</a>
On call arrangements	<a href="#">Click or tap here to enter text.</a>
Original document creation	<a href="#">Click or tap to enter a date.</a>

### Position Summary

A Research Assistant plays a key role within Immunogenomics and Artificial Intelligence Laboratory 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 Immunogenomics of autoimmune diseases which will involve developing, implementing and testing human samples using molecular and cellular assays, and liaising with the investigators.

The role reports to the Professor and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Provision of general administrative support including attendance at meetings and training sessions, data entry, expense reimbursement processing and responding to enquiries and referrals with regards to research studies.
- Assist with the preparation of ethics applications, grant applications, abstracts, annual and progress reports and research outputs.
- Assist with the coordination of research activities and provide research support to meet project milestones.

- Collaborate and maintain relationships with researchers and stakeholders associated with the projects and research groups, including participation in meetings as required.
- Assist with data collection, management and analysis whilst maintaining accurate research database and records, statistical reporting, publication registers and research records.
- Conduct experiments with human samples, including sample preparation, established cell culture and molecular biology protocols.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- 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 psychosocial or physical health and safety of yourself or others.

### **Skills and Experience**

- A university degree in a relevant discipline or an equivalent level of knowledge gained through any other combination of education, training or experience.
- Demonstrated experience in experimental laboratory protocol, including cell culture, transfection, immune assays.
- Demonstrated experience in molecular biology techniques , with desirable experience in single cell molecular biology, including PCR, CRISPR/CAS9, single cell library preparation.
- Desirable work experience with immune cells, including cell culture, protein quantification, functional assays.
- Excellent written and verbal communication skills, with a high level of attention to detail and analytical abilities.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) 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.