

Ohio University – Compensation 2014
Job Family: Research and Labs | Career Track: Technical & Administrative Support

Provides support and expertise to the design, implementation, and evaluation of various research projects. Functions include providing technical and professional expertise to research projects such as research design and implementation; instrumentation; equipment development, maintenance, and management; statistical and data management; training and oversight regarding safe laboratory operations; supervision and training of students; and participation and authoring of research reports. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Technical & Administrative Support I	Technical & Administrative Support II	Technical & Administrative Support III	Technical & Administrative Support IV
Accountabilities	<p>PEOPLE Trains faculty and students on equipment operation.</p> <p>OPERATIONS Provides routine technical support for a research lab or facility.</p> <p>Sets up equipment and materials for course instruction.</p> <p>Operates and maintains equipment utilized in research studies.</p> <p>Collects, analyzes, and processes laboratory samples or research data.</p> <p>Performs a variety of tests, using primarily routine techniques and methods.</p> <p>Performs routine library work, including finding literature and copying articles.</p>	<p>PEOPLE Directs and trains faculty and students on safety and laboratory procedures and operation of equipment.</p> <p>OPERATIONS Provides a wide variety of non-routine technical support for a research lab, project, or facility.</p> <p>Constructs and maintains equipment and/or apparatus utilized in research studies.</p> <p>Applies expert technical knowledge of equipment troubleshooting, machining, wiring, and related technical fields to help undergraduate and graduate students design, specify, and assemble specialty equipment for research.</p> <p>Provides basic assistance to researchers in manipulating, computing, and analyzing data using specialized statistical computer software.</p> <p>Performs library research.</p> <p>Assists in instructing a laboratory academic section in lab methods, procedures, and safety.</p> <p>BUDGET Prepares and monitors technical or laboratory budget.</p>	<p>PEOPLE Directs and/or supervises faculty and students in technical equipment and complex laboratory procedures.</p> <p>OPERATIONS Provides technical lab support by performing complex laboratory- and research-related tasks, which support faculty and graduate students with research projects.</p> <p>Applies expert technical knowledge of equipment construction and troubleshooting, fabrication and machining, and other complex laboratory and/or other research methods and equipment functions.</p> <p>Performs a variety of tests requiring a high degree of proficiency. Troubleshoots problems and recommends solutions.</p> <p>Evaluates experiment results using statistical analysis.</p> <p>May instruct a laboratory academic section in research techniques, instruments, methods, and procedures.</p> <p>BUDGET May manage technical or laboratory budget. Determines equipment and supply purchases and purchasing schedule.</p>	<p>PEOPLE Corresponds with sponsors and sub-recipients regarding performance issues.</p> <p>OPERATIONS Provides senior-level technical research support by performing a broad range of complex laboratory- and research-related tasks. Instructs an academic section in laboratory or other research techniques, instruments, methods, and procedures.</p> <p>Collaborates with research coordinators, statisticians, clinical/biomedical investigators, and other research faculty to implement a statistical analysis plan.</p> <p>Develops and supports new or existing statistical or mathematical software programs in support of research projects.</p> <p>Writes documentation.</p> <p>Query reports for problematic data (erroneous or illogical data values).</p> <p>Develops statistical models and graphics.</p> <p>Reviews statistical output for consistency and quality.</p> <p>BUDGET Manages technical or laboratory budget. Determines equipment and supply purchases and purchasing schedule.</p>
Requirements	<p>Knowledge of basic or commonly used laboratory and research support procedures or equipment typically obtained through a high school degree or GED and 0 to 2 years of laboratory and/or research support experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Knowledge of standard lab and research support procedures and practices typically obtained through a high school degree or GED and 2 to 3 years laboratory and/or research support experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Comprehensive knowledge of lab and research support typically obtained through an Associate's degree in a science or technical field and 2 to 3 years laboratory and/or research support experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Detailed knowledge of laboratory and research support policies, procedures, and methods as well as the ability to handle technical and complex assignments that require the use of independent judgment and discretion. Knowledge typically obtained through a Bachelor's degree in a related science or technical field and 3 or more years laboratory and/or research support experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>