

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Research Technician **SALARY GRADE:** HU-10  
**DATE REVISED:** December 01, 2014 **EEO CODE:** 02  
**JOB CODE:** 7008 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

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**BASIC FUNCTION:** The purpose of this position is to provide support for departmental research functions, maintenance, communication of data, and execution of laboratory experiments.

**SUPERVISORY ACCOUNTABILITY:** Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:** Internal contacts are with a variety of staff, faculty and students. External contacts are with staff of the granting agency.

**PRINCIPAL ACCOUNTABILITIES:**

Performs experimental designs and routine experiments for sponsored research projects.

Assists in the evaluation and interpretation of experimental data and quality control of assays.

Obtain, cut, stain, and mount biological material onto slides for microscopic study and diagnosis, following standard laboratory procedures.

Works collaboratively with all faculty members engaged in academic research to ensure related slides are developed in a timely manner.

Cuts histological sections in the Histology labs (HU & HUH), as needed.

Participates in meetings with principal investigators and research staff to evaluate and interpret the validity of data as needed.

Works closely with principal investigators to identify research supply shortfalls and, as required, submits requisition requests to department administrator for re-orders.

Develops and modifies procedures, techniques and tests used in the analysis of specimens and in medical laboratory experiments.

Coordinates training rotations of postgraduate physicians and other students to insure competency in concepts and procedures related to processing examination of tissue for special studies.

Operates, calibrates and performs routine maintenance on specialized equipment used in quantitative and qualitative analysis, such as

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spectrophometers, calorimeters, flame photometers, and computer-controlled analyzers.

Organizes specimens for teaching of gross pathology to medical students as required. Ensures laboratory counters and cabinets are clean and properly maintained at all times.

Monitors inventory levels of lab supplies, prepares media and maintain chemicals and reagents. Provides clean and sterilized glassware for use in research lab. Maintains records of radiation and other safety measures.

Performs orientation protocol that introduces new laboratory employees and students to the policies, procedures, and equipment relevant to the activities of the laboratory.

Trains medical students, residents and other medical laboratory workers engaged in laboratory testing.

Reviews and updates laboratory procedures manuals and keeps abreast of current developments in anatomic pathology.

Performs other duties as assigned.

**CORE COMPETENCIES:** Possess strong computer skills, especially a good command of Microsoft Work, Excel, Outlook, Power Point, and experience working with complex databases.

Experience with tissue trimming, tissue processing, embedding, cassette and slide labeling, sectioning of paraffin and frozen samples, including serial sectioning, routing and special stains, and cover-slipping, is required.

Knowledge of common safety hazards and precautions to maintain a safe working environment and of fundamental statistics of quality control required in the medical field.

Ability to set up, operate, calibrate, and maintain laboratory testing equipment.

Knowledge of applicable standards of the various regulatory agencies.

Skill in oral and written communications, and ability to speak clearly.

Skill in maintaining records and recording test results.

Ability to maintain accurate laboratory records.

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Ability to prepare agents, reagents, stains, and other substances for use in chemical analysis.

Ability to direct residents and students on the professional aspects of medical laboratory practices.

Ability to use good judgment, make sound decisions and behave with tact, decorum and diplomacy.

Ability to maintain quality control standards.

Ability to promote, establish and maintain harmonious and effective work relations with students, faculty, staff, University and hospital officials, and the general public.

**MINIMUM REQUIREMENTS:**

Bachelor's Degree and 1-3 years of related work experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation and Performance Management