JOB DESCRIPTION

Research Technician

Definition of Class
This is a non-supervisory position in which the incumbent performs a variety of technical duties involved in conducting standardized tests and making determinations in support of research oriented activities.

Examples of Work Performed
Performs a variety of technical duties involved in conducting standardized tests and making determinations to obtain data in support of research-oriented activities.

Compiles and documents procedures and results.

Maintains sufficient inventory of materials, supplies, and equipment for performance of duties. Cleans and maintains standard laboratory equipment.

Sets up instruments, material, and apparatus. Operates standard equipment required for specific tasks.

Makes work assignments. Reviews work of assigned laboratory personnel. Assists in training new personnel.

Performs various duties involving processing of plant material, including harvesting plants, drying plant specimens, grinding dried specimens, packaging materials and maintaining records.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs a variety of technical duties involved in conducting standardized tests and making determinations in support of research oriented activities.

2. Cleans and operates standard laboratory equipment.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.
Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to maintain balance and equilibrium. The incumbent is periodically required to stand; walk; reach with hands or arms; and use hands to finger, handle, or feel objects and controls. The incumbent is occasionally required to sit, kneel, stoop, or bend.

Additional Requirement:

Required to wear respiratory apparatus. Incumbent shall complete the OSHA Respirator Medical Evaluation Questionnaire and may be subject to related medical examinations, as administered by a licensed medical health provider at the University’s Employee Health Center, and meet standards as defined by OSHA. Re-evaluation is required every 24 months. (This provision applies to National Center for Natural Products Research, Research Institute of Pharmaceutical Sciences staff only)

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
One (1) year of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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