

**PRINCIPAL ADMINISTRATIVE
POSITION DESCRIPTION**

for the period _____ to _____

NAME: New _____

TITLE: Assistant Director, Research Core Laboratory _____

DEPARTMENT: ADRFA _____

POSITION FUNCTION

The purpose of this position is to provide daily oversight and management of the Research Core Laboratory and to provide technical expertise in the area of flow cytometry through the operation of two flow cytometers/cell sorters. It is intended that this position will manage and guide the daily operations of the Research Core Laboratory facilities and equipment in order to provide the faculty at SIU School of Medicine with the required resources for research conduct. This position will have direct oversight responsibility for all aspects of the Research Core Laboratory, including, but not limited to, coordinating budgeting and billing; providing educational and research support to faculty, staff and students; assisting in preparation of publications; assisting in preparing shared instrumentation or facility improvement grants; and promoting the use of the core laboratory in conjunction with the Director, DLAM and Research Core Services. In addition, the incumbent will schedule and perform cell sorting and flow experiments and will train and oversee subordinates in conducting cell sorting, flow cytometry and other types of research.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Director, DLAM and Research Core Services within the Department of the ADRFA. This position will supervise two technical positions within the Research Core Laboratory.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

I. Administration _____45_____%

Manage the daily activities and operation of the Research Core Laboratory under the direction of the Director. Coordinate service billings and faculty use logs, monitor financial status, and complete, as requested by the Director and Fiscal Officer, all budget and fiscal analysis in conjunction with the Fiscal Officer for the Research Core Laboratory. Encourage and assist in the acquisition of new, innovative techniques and/or equipment, including preparation of grants that have potential benefit to SIUSM researchers and inform faculty of the availability of core resources including scheduling of core sponsored seminars. Coordinate equipment installation, maintenance, repair, and replacement. Participate in laboratory policy-making decision including the development of policies and practices related to equipment and facility usage, scheduling, charge-back and safety. Maintain all records related to the operation of the Research Core Laboratory. Prepare methods and data for publications as requested by the

Director or collaborating faculty. Oversee or participate in the preparation and maintenance of all Standard Operating Procedures related to the operation and maintenance of the core equipment. Have direct responsibility for the operation and use of the flow cytometry core including preparation of use logs for monthly billing, maintenance of use records, ordering of supplies, preventive maintenance, trouble-shooting, etc.

II. Teaching _____10_____%

Provide instruction in basic and advanced aspects of flow cytometry and cell sorting to graduate students, medical students, researchers, residents, post doctoral fellows, and faculty. Assist SIU School of Medicine faculty in delivering elective courses to medical students and graduate courses to graduate students on the technical aspects of the flow facility. Inform potential users of the flow cytometry facilities and the capabilities available. In addition, provide instruction as needed on other major core instrumentation including, but not limited to, confocal microscopy, electron microscopy, RT-PCR, fluorescent microscopy, etc.

III. Research _____40_____%

Promote and assist faculty in the design, implementation and troubleshooting of flow cytometry and cell sorting protocols, including for the initiation of new projects. Oversee the availability of technical expertise in the core to support faculty-initiated research projects as necessary to 1) acquire and analyze scheduled and unscheduled research and clinical flow cytometry specimens or immunoassay specimens; 2) operate and maintain two to three flow cytometers/cell sorters and one luminex; 3) prepare samples for analysis for faculty as requested. Maintain schedules to provide maximum availability of the flow cytometry facility during the normal work week.

IV. Service _____5_____%

Participate in professional societies to increase awareness of technical advances, promote exchange of ideas, and learn new techniques and applications. Serve on SIUSM committees as assigned and community service boards as appropriate.

AUTHORITY AND RESPONSIBILITY

This position is supervisory and includes the authority and responsibility to hire/fire employees and conduct disciplinary actions. This position has the responsibility to provide daily oversight to the Research Core Laboratory, including the authority to make non-capital purchases for the core and to make recommendations for policy and procedure changes. This position has the authority to act in a highly independent manner in order to ensure appropriate operation of the core on a daily basis. This position will have direct oversight of capital equipment and be responsible for its use, maintenance and operation.

MINIMUM QUALIFICATIONS

Minimum qualifications are 8+ years experience in flow cytometry and basic research techniques either in a research laboratory or clinical setting. A combination of experience and/or formal training including experiment design, flow equipment operation and data analysis is required. Familiarity with moderately complex computer programs, excellent written and oral communication skills, high attention to detail and good organizational skills is required. Master's degree in biology, biophysics or medical technology in combination with 5+ years of experience

or a Bachelor's degree in biology, biophysics, or medical technology in combination with the required 8+ years of experience.

DESIRABLE QUALIFICATIONS

This individual should have a strong background in biological research. Prior experience with flow cytometry is essential. Experience with other core equipment such as confocal and electron microscopes, bioluminescence imaging systems, immunoassay systems, RT-PCR, bioanalyzer, etc. and prior supervisory experience is desirable, but not required. Individual must be able to work independently with minimal direct daily supervision.