

# Western Connecticut Health Network Job Description

Title: **Research Assistant II (level 2)**  
Department Biorepository  
Company: WCHN  
Date Prepared: 11/4/2016

**Position Summary:** Provides support to the biobanking team by procuring, processing, storing and inventorying human tissue, blood and cell line specimens for the biorepository at the WCHN Research Institute

## **Major Accountabilities:**

1. Under the supervision of the Lab Manager and/or Lab Director, follow the approved Standard Operating Procedures specific to individual protocols to collect and process tissue and blood specimens in a timely manner.
2. Work with the surgical and pathology team to collect tissue and related data.
3. Enter and maintain data in bio specimen database and work with supervisor to ensure its reliability.
4. Ensures on-going compliance with institutional review board policies.
5. Participate in Biobank Quality Assurance and Quality Improvement activities
6. Work with the IT team to improve and implement biobanking software solutions
7. Use database tools to query and retrieve inventory
6. Detail research activities in the lab notebook and computer database as outlined in the approved Standard Operating Procedures.
7. Participate in a timely way to produce and maintain report forms, consent forms, and other study documents associated with research study projects.
8. Assist research associates and scientists on other research projects by conducting routine scientific procedures/protocols.
8. Work and communicate well with large multidisciplinary teams
9. Fulfill all compliance responsibilities related to the position.
10. Perform other duties as assigned.

## **Formal Education and Job-Related Experience and Skills**

This position requires a minimum formal education of a Bachelor's or a Master's Degree in a relevant scientific field (biochemistry, molecular biology, pharmacology, anatomy/physiology, or related fields).

License, Registration, Certification Requirements: None

Desired (not required) criteria include: Candidates with 1-2 years job-related experience will be given preference.

## **Required Skills**

Hard-working and self-motivated individuals with good organization, communication and computer skills, and a working knowledge of statistics and research methodology. Formal licensing as a clinical technician is not required.

Desired (not required) Technical skills - Experience in molecular biology, immunohistochemistry (fluorescence), cell biology, cell culture and cell staining techniques.

## **Hiring Manager**

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