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# Example of Research Tech Job Description

Our company is hiring for a research tech. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for research tech

* Supervise undergraduate student assistants
* Perform daily processing of bio signals (EEG, ECG and EMG) collected from both animal models from human patients
* Train, manage, and evaluate student researchers in the lab
* Maintain a small PI-owned animal housing facility and the all lab space
* Take care of routine lab chores (order food for lab meetings, etc)
* Kit building and supply management – proactively working with suppliers and customers to ensure uninterrupted delivery of biospecimen kits to study teams
* Accessioning of biospecimens – focused, organized receipt of biospecimens and data entry with the CBR LIMS
* Storage of biospecimens – placing biospecimens in various types of temperature- controlled storage and retrieval as required
* Distribution of frozen biospecimens – preparation of biospecimens, coordination of shipments, compliance with DOT/IATA/U-M guidelines
* Accurately and efficiently enter data into LIMS and other databases

## Qualifications for research tech

* Degree or background in biology
* Relevant classroom or laboratory experience required
* GPA must be entered on profile and resume
* BA, BS or degree/certificate related to the position and 1-2 years of experience
* Flexibility to work odd or late hours, if needed
* Training on the University Procurement system