



Example of Research Support Job Description

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Our growing company is looking to fill the role of research support. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for research support

- Maintain current knowledge of electronic proposal submission processes for all types of grants
- Oversee HCCC Seed Grant Programs supported by the National Institutes of Health/National Cancer Center Institute (NIH/NCI) Cancer Center Grant, ACS Institutional Grant and other programs as developed by the HCCC, including publicity, correspondence, program announcements, evaluation and awards
- Oversee all aspects of grant related newsletters
- Prepare reports to University Institutional Review Board (IRB-01) and for Animal Care and Use (ACURF)
- Coordinate and perform annual space reporting and scientific equipment inventory required by Central Administration
- Conduct special studies, prepare specialized reports for the HCCC, scientific advances, population tracking to submit to NCI, and formulate recommendations for the Director of the HCCC
- Research worker will be responsible for lab and greenhouse work including tissue sampling, DNA extraction, PCR, gel electrophoresis, plasmid DNA minipreps
- This position will require working on carbon capture from ocean water
- They will assist in work that is being done on nucleation and growth kinetics for CO₂ to carbonate species
- Process astronomical data to measure the colors of select solar system objects

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- MS in Agronomy or related biology field with 0-2 year of agricultural research experience
 - General knowledge and experience of crop production and farming practices
 - Detail oriented with the ability to achieve deadlines consistently
 - Basic computer operation and strong emphasis to data acquisition and management is a plus
 - Basic English written and verbal skills are a plus too
 - Must not have criminal records