

**The University of British Columbia
STANDARD JOB DESCRIPTION**

Job Title: Research Assistant/Technician 1

Level Definition:

Positions at this level perform routine technical tasks of limited complexity and/or engage in work of a repetitive nature where on-the-job training is usually provided.

Typical Duties:

Carries out simple tests and measurements.

Assists with routine tasks in data collection, sampling, identification and preparation.

Maintains research related records and databases, entering data according to established protocols.

Performs basic literature research, such as, searching for articles on-line or the library.

Assists with feed preparation and the daily maintenance and care of animals.

Provides general assistance on field trips and in collecting specimens.

Cleans and performs basic maintenance of equipment and apparatus.

Performs simple preparation of materials according to test specifications.

Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Decision Making/Accountability:

Work may involve simple techniques and methods requiring knowledge and/or procedures that are readily acquired and used generally in repetitive or simple applications, requiring little judgment; the nature of work is routine and clearly defined; all problems are referred to supervisor.

Supervision Received:

Works under direct supervision in accordance with detailed oral or written instructions; routine duties are carried out under general supervision.

Supervision Exercised:

None but may explain work sequences to others.

Minimum Qualifications:

High school graduation and a minimum one year of related experience or an equivalent combination of education and experience.

Specific “abilities”, “knowledge” and “experience” required for the position are outlined in the position description.

This standard Job Description is for classification purposes only, and is not a position description. Standard Job Description qualifications represent the amount of education and experience typically required for full performance on the job, and is outlined for classification and compensation purposes. Note that specific “abilities”, “knowledge” and “experience” required for the job should be outlined in the position description and posting, but are not specified in the Standard Job Description.