

**PRINCIPAL ADMINISTRATIVE
POSITION DESCRIPTION**

NAME: _____ FLSA STATUS _____

TITLE: Researcher I, II, or III

DEPARTMENT: Neurology/ Dale and Deborah Smith Center for Alzheimer's Research and Treatment (Smith Alzheimer's Center)

POSITION FUNCTION

This position will support and conduct research related to Alzheimer's disease, other neurological disorders, and aging in the Hascup Neuroscience Laboratories. Specific duties will be commiserate with Researcher Classification level (Researcher I, II, or III).

ORGANIZATIONAL RELATIONSHIPS

This position will report to the Research Laboratory Coordinator, who in turn reports to the Director of the Smith Alzheimer's Center, who in turn reports to the Chair of Neurology, who in turn reports to the Dean and Provost of the School of Medicine.

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.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

- | | |
|---|-----|
| I. Administration | 0% |
| II. Teaching | 5% |
| • Assists in training other lab members and collaborators. | |
| III. Research | 95% |
| • Rodent Colony Maintenance | |
| ○ Rodent husbandry, genotyping, identifying, weaning, and treating | |
| ○ Maintaining online inventory and distribution to laboratory personnel | |
| ○ Conserving resources to keep within annual budgets | |
| ○ Point of contact for IACUC and laboratory personnel | |
| • General laboratory cleaning, upkeep, and maintenance | |
| ○ Solution preparation, cleaning/coating MEAs, cleaning dishes, laundry, and autoclaving glassware and surgical instruments | |
| • Laboratory inventory and restocking of supplies | |
| • Maintaining quality control and good laboratory practices | |

- Maintaining laboratory equipment
- Provides support for other laboratory personnel, when needed
- Set-up and perform technical experiments and data collection.
 - Behavioral assays including novel object recognition, Morris water maze, y-maze, open field, grip strength
 - Insulin and glucose tolerance testing.
 - Brain dissection, cyrosectioning, and immunohistochemical staining
 - Rodent handling and dosing including oral, intraperitoneal, and subcutaneous
 - Tissue dissection and blood collection
 - Cellular and molecular biology experiments
 - *In vivo* electrochemical experiments
- Data and statistical analyses
- Scientific oral and poster presentations
- Maintain good laboratory practices (GLP) and lab notebook

IV. Service

0%

AUTHORITY AND RESPONSIBILITY

- Duties will be assigned and evaluated by Samuel McFadden or faculty in the Smith Alzheimer’s Center Hascup Neuroscience Laboratories, and as outlined by this position description.

MINIMUM QUALIFICATIONS

- Researcher I
 - BA/BS degree in an appropriate biological field.
- Researcher II
 - MA/MS degree, or a BA/BS degree plus at least two years relevant experience.
- Researcher III
 - MA/MS degree in appropriate field and at least two years relevant experience, or BA/BS degree and a minimum of six years' experience in relevant field.
- Sensitive to the needs of underrepresented and minority populations.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

- Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.
- May occasionally travel to present research findings at local, national, or international conferences.
- May work occasional nights and weekends.

WORKING CONDITIONS/PHYSICAL DEMANDS

See attached Physical and Environmental Requirements form.

Incumbent

Date

Supervisor

Date

Department Chair/Center Director

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Researcher I, II, or III**

Position No. (If applicable): _____ Department: **Alzheimer's Disease Center-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input checked="" type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		20 - 40 lbs.			<input type="radio"/>
Carrying		20 - 40 lbs.			<input type="radio"/>
Lifting		20 - 40 lbs.			<input type="radio"/>
Other (Please list): _____	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date