**San José State University Research Foundation**

<table>
<thead>
<tr>
<th>Position:</th>
<th>Research Associate</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Biological Sciences</td>
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<tr>
<td>IMMEDIATE SUPERVISOR:</td>
<td>Project Director</td>
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<tr>
<td>POSTING DATE:</td>
<td>July 9, 2021</td>
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<tr>
<td>CLOSING DATE:</td>
<td>Open Until Filled</td>
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<tr>
<td>SALARY:</td>
<td>$17.30 – $19.25 per hour</td>
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<tr>
<td>EXEMPT STATUS:</td>
<td>Non-Exempt, Part-Time (30 hours per week), Benefited</td>
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**GENERAL NATURE OF POSITION**

The Department of Biological Sciences at San José State University is considered a leader in the education of a highly trained and diverse scientific workforce. Our mission is to provide a dynamic educational experience by engaging students in hands-on, inquiry-based learning activities at the bench and in the field. We make substantial contributions to the scientific community through our research efforts and that of our students. This position acts as a laboratory lead assigned to the Department of Biological Sciences at San José State University. Responsible for overseeing day to day laboratory operations and conduct original research.

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**ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Conduct original research to understand the molecular mechanisms that mediate the affects of sleep on synapses throughout the *C. elegans* brain and body.

2. Conduct original research to understand the molecular mechanisms that negatively regulate synaptogenesis during development.

3. Train, direct, assign, oversee, and assist undergraduate and master’s students in microscopy, image analysis, molecular biology, live single-cell calcium imaging, *C. elegans* genetics, microinjection, sleep behavioral assays, NLG-1 GRASP and NLG-1 CLASP, appropriate statistical analysis, and other lab techniques and protocols, and adherence to safety considerations.

4. Develop and maintain lab schedules for group meetings, lab maintenance chores, order lab and related supplies, and ensure adequate stocks are always on hand, and oversee lab safety.

5. Other duties as assigned.
INTERPERSONAL CONTACTS
Frequently interacts with students, faculty, and staff at all levels, as well as vendors, and external collaborators.

SUPERVISORY RESPONSIBILITIES
The Research Associate will provide day-to-day direction, assignments, guidance, advice, and training to a team of undergraduate and master’s student researchers and research associates in the field of neural development, using techniques including imaging, behavioral analysis, microinjection, genetics and molecular biology techniques.

QUALIFICATIONS
Education and Experience
- MS Degree in Biology with a concentration in Molecular Biology or Physiology or equivalent required.
- Previous experience (minimum one year) working in C. elegans neural development academic research lab also required.

Knowledge, Skills, Abilities Required
- Full proficiency with fluorescent compound microcopy and confocal microscopy of C. elegans synapses.
- Full proficiency in synaptic image analysis including using NIH ImageJ software to measure the intensity of fluorescent synaptic markers.
- Full proficiency in molecular biology technique, including but not limited to cloning and generation of plasmids for injection into C. elegans, PCR and DNA extraction.
- Full proficiency in completing complex C. elegans genetic crosses and analyses.
- Proficiency in R statistical software and ability to use it to analyze non-normally distributed data.

Physical Requirements
- Frequent and ongoing use of a computer terminal to conduct a variety of more advanced clerical functions and communications;
- Periodic, regular, and/or occasional contact with employees of the Research Foundation at all levels, San José State University faculty and staff, and/or vendors, with the ability to discuss and appropriately respond to inquiries and requests.
- Work with time constraints and under pressure.
- Periodic regular lifting, walking, and carrying of files, documents and other related materials. Incumbents must have the ability to lift and carry 15 lbs.
- Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a video display terminal on a regular basis.
- Ability to listen to verbal requests from customers, clients, and vendors, and to respond appropriately;
- Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to 15 lbs, such as files stacks of paper, reference books, and other materials.
- Frequent need to reach for items above and below desk level, sometimes with assistance of a step-stool;
- Standing and sitting for long periods of time is periodically required.
**Complexity of Duties**

- Works on a variety of projects, utilizing many different laboratory methods. Trains, oversees, and directs students in a variety of lab tasks.
- Interacts with vendors, faculty and other staff to ensure the smooth day-to-day function of an active research laboratory.

**NOTE:** This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Additionally, this position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.

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**BENEFITS**

The San José State University Research Foundation (SJSURF) provides excellent benefits package to benefited employees. The comprehensive benefit package includes:

a) Ten company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).

b) Employer paid dental and vision for both employee and eligible dependents.

c) Life, AD&D, LTD with supplemental coverage opportunities.

d) 13 paid federal & state holidays.

e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.

f) Vacation hours accruals and separate sick hours accumulations.

g) Employee discounts.

h) Paid training and professional development conferences.

SJSURF provides excellent benefits package to benefited employees. Please visit [Benefits & Compensation page](#) to get more details.

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**APPLICATION PROCEDURE**

To apply for this position, an applicant must submit a formal application for employment, as well as a resume, and a cover letter. The applicant may do this via e-mail. The formal employment application is located on the SJSURF website on the [Forms page](#). Due to the COVID-19 health crisis, all candidates must submit their application materials to [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu).

Please address your formal application, your resume, and your letter of interest directly to:

San José State University Research Foundation  
Attn: HR/Job Code: RA BIO SCI  
E-mail: Foundation-jobs@sjsu.edu

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.
REASONABLE ACCOMODATION
The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring, and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number, and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

ABOUT THE SJSU RESEARCH FOUNDATION
SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José State University. SJSURF is totally self-supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SJSURF is an equal opportunity employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.