

Sedia Biosciences Corporation

Job Description

Job Title: Associate Scientist
Department: R&D
Reports To: Scientist/Senior Scientist/Project Manager/Senior Project Manager
FLSA Status: Exempt
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Approved By: Roger Gale
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Summary:

Leads and conducts research and development focused on supporting the company's product, technology and services research and development program. Exercises independent judgement based on professional training and experience for non-critical activities. For certain projects, may lead a small team of 1-2 junior scientists and technicians to accomplish goals.

Primary Responsibilities:

- Conduct and supervise individual experiments and protocols, perform moderately complex data analysis and assess results in collaboration with more senior R&D scientists.
- Support design and development of processes, test procedures in support of product designs.
- Support the preparation of reports, publications and oral presentations.
- Formulates reagents and developmental work in processes following GMPs, GLPs or sound laboratory practices . •
- Maintains R&D notebook documenting studies, experiments, data collection and R&D recipes not otherwise documented.
- Other duties may be assigned by supervisor.

Supervisory Responsibilities:

- May lead a small team (formally or informally) of 1-2 more junior scientists and technicians for short term projects

Essential Functions and Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical: Synthesizes basic information for tasks; collects and evaluates data; uses experience to suggest interpretation of data. Provides input on work flows and procedures.

Design: Provides input on design.

Problem Solving:	Identifies and resolves problems. Gathers and analyzes information in a timely manner; works well in a group problem solving situations.
Project Management:	No Project Management responsibilities.
Technical Skills:	Expertise in immunoassay technologies, esp. technology specific to project. Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
Customer Service:	Reports customer complaints or concerns. Responds to request for service and assistance. Meets customer commitments.
Interpersonal Skills:	Strong interpersonal skills and ability to work with others. Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others' ideas and tries new things. Disagrees with respect for others' views and needs, and not out of emotion. Manages and reduces conflict within direct reports and supervisor.
Oral Communication:	Strong interpersonal skills and ability to work with others. Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others' ideas and tries new things. Disagrees with respect for others' views and needs, and not out of emotion. Manages and reduces conflict within direct reports and supervisor.
Written Communication:	Writes clearly and informatively. Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities. Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.
Visionary Leadership:	Inspires respect and trust; supports and inspires peers and subordinates
Change Management:	Effectively executes implementation plans; Communicates changes to subordinates effectively; enlists commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
Delegation:	May delegate task assignments on work to subordinates as appropriate; Matches the responsibility to the person with supervisor/mentor guidance; Gives limited authority to work independently with appropriate "safety net" and monitoring to ensure accountability; Sets task expectations and monitors delegated activities; Provides recognition for results and advises supervisor of progress
Leadership Skills:	Exhibits confidence in self and inspires confidence in subordinates; Inspires and motivates subordinates and others in the team to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others. Sets an example for subordinates of work ethic and commitment to quality.

Managing People:	Includes subordinates in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops employees' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services in a collaborative way; Continually works to improve supervisory skills. Non-confrontationally allows for subordinates to air grievances and voice concerns.
Quality Management:	Committed and supportive of Good Quality Output, and the Company Quality Policy. Looks for ways to improve and promote quality. Works to collaboratively instill good quality management in the development of new products and the manufacturing and quality systems for making those products.
Business Acumen:	Displays orientation to profitability; Demonstrates basic knowledge of market and competition; Aligns work with Company defined goals..
Cost Consciousness:	Helps implement cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
Diversity:	Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Helps build a diverse workforce.
Ethics:	Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Completes administrative tasks currently and on time; Supports organizations goals and values; Supports affirmative action and respects diversity.
Strategic Thinking:	Provides input for market and competition analyses; Helps identify external threats and opportunities.
Judgement:	Displays willingness to make decisions impacting subordinates and potentially others in the department; Generally displays sound and accurate judgement; Can support and explain reasoning for decisions; Seeks out appropriate people in decision-making process. Makes timely decisions.
Motivation:	Self motivated. Sets and achieves challenging goals for self and subordinates; Demonstrates persistence and works to overcome obstacles; Establishes a standard of excellence for self; Takes calculated risks to accomplish goals but accepts consequences of failures.
Planning/Organizing:	Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules subordinates and their tasks; Develops realistic action plans.

Professionalism:	Sets example of professionalism for subordinates. Approaches others in a tactful manner. Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
Quality of Work:	Sets example for subordinates of quality work. Demonstrates accuracy and thoroughness; Exhibits attention to detail. Looks for ways to improve and promote quality in work as well as in products and processes; Applies feedback to improve performance; Monitors own work to ensure quality.
Quantity of Work:	Sets example for subordinate of productivity. Generally meets productivity standards; Completes work in timely manner; Strives to increase productivity. Works quickly.
Safety & Security:	Sets example for subordinates in observation of safety and security procedures; Determines appropriate action using guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. Ensures that facility security measures are followed and intellectual property and company confidential information is secured from outside parties.
Adaptability:	Adapts to changes in the work environment and facilitates the adaptation of subordinates to change; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change; delays; or unexpected events.
Attendance/Punctuality	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Advises supervisor of planned absence in advance, and notifies office when unexpected absence prevents appearing at work. Arrives at meetings and appointments on time. Displays respect for other people's time.
Dependability	Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
Initiative	Adapts to changes in the work environment and facilitates the adaptation of subordinates to change; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change; delays; or unexpected events.
Innovation	May be a contributor to new ideas, new products and new technology for the Company. May display original thinking and creativity; strives to meet challenges with resourcefulness; Generates suggestions for improving work; Frequently develops innovative approaches and ideas; Presents ideas and information to others.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Entry Level M.S. with 0 years or B.A./B.S. with 2-3 years, Biochem/Immunol/Microbiol/Biology/Genetics/ or similar. Prior experience in medical device or pharma arena preferred; must have prior relevant laboratory experience of at least 1-2 years (academic or industry). Familiarity with GLPs and GMPs preferred. Occasional prior experience in supervising.

Language Skills:

Ability to read, analyze and interpret professional journals, or technical procedures. Ability to write reports and procedure manuals. Ability to effectively present information and respond to questions from groups of peers and managers. Proficient in English.

Mathematical Skills:

Ability to work with basic mathematical concepts such as probability, statistical interference, statistically sampling plans, and fundamentals of algebra and plane and solid geometry. Ability to perform simple unit of measures conversions (incl. metric vs US). Ability to apply concepts such as fractions, percentages, ratios, proportions, measures of central tendencies, standard deviations, and coefficient of variances to practical situations. Ability to perform complex concentration: volume equivalencies; familiarity with significant digits.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an large variety of technical instructions in mathematical or diagram form and deal with multiple abstract and concrete variables.

Computer Skills:

Proficient in the use of an Internet Browser(s), Email, Microsoft Office Suite; Adobe Acrobat

Certificates, Licenses, Registrations:

Certification of prior training in cGMPs, QSR's, ISO13485 highly desirable

Other Skills and Abilities:

Displays organization skills including ability to maintain an organized work environment; familiarity with operations management and with current Good Manufacturing Practices, Quality Systems Regulations and/or ISO13485 highly desirable; Good technical skills including in depth knowledge and understanding



and experience with ELISA or LFIA type assays specifically and in vitro diagnostic assays in general; ability to think logically and carryout complex troubleshooting of problems.

Other Qualifications:

Works well under pressure without getting frustrated; works productively under tight deadlines. Ability to work with outside vendors, contract manufacturers and service providers. May travel up to 5% of time.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- General Environmental Exposures: May be exposed to wet, humid conditions; or dry (<25% RH) conditions; occasional extreme cold
- Elevation: Occasionally exposed to moderately high elevated places (e.g. ladders up to 16 feet)
- Reagent and Chemical Exposure: Occasionally exposed to fumes or airborne particles; irritating, toxic or caustic chemicals.
- Mechanical and Electrical Exposure: Occasionally exposed to moving mechanical parts, vibration, and risk of low level or static electrical shock.
- Biohazardous Agent Exposure: Frequently handles human pathogens either live or inactivated, and human body fluid specimens. Training in handling of bloodborne pathogens and appropriate safety equipment provided.