

## **Sedia Biosciences Corporation**

### **Job Description**

**Job Title:** Biobank Assistant Scientist  
**Department:** Clinical Affairs  
**Reports To:** Director, Regulatory and Clinical Affairs  
**FLSA Status:** Non-Exempt  
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**Approved By:** Ron Mink  
**Approved Date:** 11 Nov 2020

#### **Summary:**

Under general supervision, the Biobank Assistant Scientist is responsible for implementing all operations of the Sedia Biobank according to established policies and procedures.

#### **Primary Responsibilities:**

- Oversees the processing, storage, retrieval and transfer of specimens according to Sedia policies, procedures and safe practices;
- Assists Clinical Affairs colleagues during specimen collection efforts and may conduct initial specimen testing using rapid test technologies according to established procedures and in compliance with Good Laboratory Practices and Quality standards.
- Performs data entry and electronic searches within the Biobank electronic biobank information management system (BIMS). Maintains accuracy and integrity of the Biobank inventory.
- Maintains documentation pertaining to specimens received and stored within the biobank in accordance with Good Laboratory Practices, clear chain-of-custody methodology and biobanking standards.
- Provides good customer service to internal customers (ie. R&D, QC personnel) and obtains management approvals with timely provision of requested specimens in accordance with established procedures.
- Drafts written SOPs and work instructions; works to develop process and Quality improvements pertaining to the Sedia Biobank
- Complies with safe specimen handling practices, Universal Precautions, BSL-2+ level biosafety principals. Attends safety trainings and project team and departmental meetings as needed.
- Other duties may be assigned by supervisor.

#### **Supervisory Responsibilities:**

- This job has no supervisory responsibilities

#### **Essential Functions and Competencies:**

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

Analytical:	Synthesizes basic information for tasks; collects and preliminarily evaluates data; Provides input on work flows and procedures.
Design:	Provides input on design and process improvements.
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:	Competency in immunoassay technologies, esp. technology specific to project. Pursues training and development as directed by supervisor. Shares expertise with others.
Customer Service:	Reports customer complaints or concerns. Meets customer commitments.
Interpersonal Skills:	Good 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.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates to meetings; focused on clear polite respectful communication.
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:	Not applicable.
Change Management:	Effectively executes implementation plans; Supports those affected by change.
Delegation:	May not delegate tasks except under specific authorization and conditions established by supervisor.
Leadership Skills:	Exhibits confidence in self and inspires confidence in co-workers; Strives to set a standard of excellent performance for co-workers and others in the team; Influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others. Sets an example for others of work ethic and commitment to quality.
Managing People:	No formal people management responsibilities. Seeks to elicit cooperation from others using soft skills including encouragement, buy in, collaboration and sharing of credit.
Quality Management:	Committed and supportive of Good Quality Output, and the Company Quality Policy. Looks for ways to improve and promote quality.
Business Acumen:	Displays orientation to profitability.
Cost Consciousness:	Helps implement cost saving measures; Conserves organizational resources.

Diversity:	Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
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:	Helps identify external threats and opportunities:
Judgement:	Displays willingness to make decisions on own work; Generally displays sound and accurate judgement; Can support and explain reasoning for decisions; Seeks out appropriate people for input in decision-making process as needed.
Motivation:	Self-motivated. Sets and achieves challenging goals for self; Demonstrates persistence and establishes high expectations of excellence for self; Takes calculated risks with support from supervisor but accepts consequences of failures.
Planning/Organizing:	Plans personal work activities; Uses time efficiently; Seeks out or requests additional resources when needed.
Professionalism:	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 co-workers 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:	Generally meets productivity standards; Completes work in timely manner; Strives to increase productivity. Works quickly.
Safety & Security:	Observes 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; 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	Volunteers readily; Willing to undertake self-development activities; Undertakes increased responsibilities when offered; Takes actions and calculated risks with guidance; Asks for and offers help when needed.
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 position requiring B.A. or B.S. in Biochemistry/Immunology/Microbiology/Biology/Genetics/ or similar discipline involving academic training in basic biology and chemistry. Some relevant laboratory experience required (min 2-3 terms of laboratory classes).

**Language Skills:**

Ability to read, analyze and interpret 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, statistically sampling plans, and fundamentals of plane geometry. Ability to perform simple unit of measures conversions (incl. metric vs US). Ability to apply concepts such as fractions, percentages, ratios, proportions, calculations of means, standard deviations, and coefficient of variances to practical situations. Ability to perform simple concentration:volume equivalencies; basic familiarity with significant digits.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts and draw valid conclusions.

**Computer Skills:**

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

**Certificates, Licenses, Registrations:**

None required.

**Other Skills and Abilities:**

Displays organization skills including ability to maintain an organized work environment; familiarity with current Good Laboratory Practices highly desirable; Good technical skills including knowledge, understanding and experience with rapid diagnostic/ lateral flow type assays specifically is a plus, and with *in vitro* diagnostic assays in general highly desired; ability to think logically and carryout troubleshooting of problems is highly desired

**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 occasionally.

**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.