Specimen Processing Technician - Human Nutrition Research Center on Aging
Tufts University

Job Title	Specimen Processing Technician - Human Nutrition Research Center on Aging
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://jobs.tufts.edu/jobs/20993?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Nutrition Evaluation Laboratory (NEL) for the Jean Mayer USDA Human Nutrition Research Center on Aging at Tufts University (HNRCA) is a state and federal licensed clinical laboratory with a comprehensive research analytical service program in nutritional biochemistry. The NEL provides clinical and specialized biochemical analyses that support human and animal HNRCA based research studies, off-site epidemiological and field studies, and non-HNRCA based research studies. It has been a centralized core laboratory for the HNRCA since the Center's emergence in 1983. Research protocols supported by the NEL allow HNRCA investigators to perform human studies which complement their basic laboratory studies or conduct large studies which would otherwise not be feasible within their own research programs.

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What You'll Do

This is a grant funded position and is not eligible for severance pay.

Under the close direction of the NEL Supervisors and Laboratory Staff, the Specimen Processing Tech will handle the day to day activity in the Specimen Processing Unit within the NEL. This requires handling processing and organizing biological specimens generated on HNRCA in-house, field, multi-site and collaboration Research Studies that require NEL support. Major responsibilities include to preparing specimen collection vessels, receiving specimens, performing proper specimen registration and accessioning, logging subject demographic and test requests into the Laboratory Information System, processing blood and urine specimens (i.e., centrifuging, aliquoting, adding preservatives and storing samples), maintaining the NEL's specimen tracking and archiving system and retrieving stored specimens. The position is also responsible for acting as the liaison between the NEL and HNRCA Metabolic Research Unit (MRU) in respect to verifying test requisitions and specimens labels for accurate information and following up on all specimens with incomplete information or questionable test orders.

Essential Functions:

- Processing incoming biological specimens according specified protocols. Tasks involve generating of specimen IDs, labeling of tubes, centrifuging, separating sample matrixes, aliquoting and storing specimens according to standard operating procedures and study-specific specimen schematics.
- Tracking and maintaining all incoming urine, blood and fecal specimens on HNRCA in-house, field, multi-site and collaboration Research Studies which require NEL support. Tasks include logging specimens into the LIS, maintaining Excel spreadsheets of stored specimens, organizing specimens for analysis, organizing and maintaining of freezers and storage of specimens, maintaining NEL's archiving system.
- Acting as liaison between the NEL and HNRCA MRU. Tasks include receiving specimens from the Nursing station, entering Nursing's roster's information in the LIS, resolving specimen collection issues with the Nursing Staff and coordinating NEL weekend schedule of specimens
- Maintaining the refrigerators and freezers within the NEL, (i.e., temperature control, organization of specimens stored inside, defrosting, unloading/loading during shut downs or malfunctions) and ordering of basic supplies in work area.
- Retrieving and sending specimens to other HNRCA and outside laboratories.

What We're Looking For

Basic Requirements:

- Associate Degree in Laboratory Sciences, Health Sciences or Medical Technology with a basic understanding of general laboratory bench skills and basic knowledge of computers and Microsoft Office.
- Individual must be extremely organized, detailed and meticulous oriented individual. Effective communicational and organization skills and good judgment are essential. Since the NEL is service laboratory, this individual must possess strong interpersonal skills, be a team player and be a promoter of working relationships which produce positive and effective results.

- Being able to handle multi-tasking and frequent deadlines in a fast paced and technical environment is also very important.

Preferred Qualifications:

- Experience using pipettes, centrifuges, refrigerators, balances, aliquoting apparatus, pH meter, vortexes, and ice blocks.
- Strong computer aptitude and experience using Microsoft Office, word processing, spreadsheet, statistical and graphic software packages is also preferred.
- Familiarity of Laboratory Information Systems in general would be helpful.

Pay Range

Minimum $19.20, Midpoint $22.20, Maximum $25.40

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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