

Job Title of this Position	Laboratory Assistant
Name of Organization	The Allen Institute for Brain Science
Website	http://www.alleninstitute.org
Job Location Address	Seattle (Fremont)
Contact / Supervisor	<p>To apply for this opportunity, please go to the Careers page on our website:</p> <p>http://www.alleninstitute.org</p> <p><i>The Allen Institute is an Equal Opportunity Employer</i></p>
Phone Number	
E-mail	
<u>Hourly Pay Rate</u> (indicate a range)	\$11.50/hr - \$12.00/hr.
Employment Period	Summer Only [<input type="checkbox"/>] Academic Year [<input checked="" type="checkbox"/>] Summer & Academic Year [<input type="checkbox"/>] (7/1/2008- 9/23/2008) (9/24/2008-6/12/2009) (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [<input type="checkbox"/>] part time program up to 19 hrs/wk [<input type="checkbox"/>] Academic Year: up to 19 hrs/wk [<input checked="" type="checkbox"/>]

Nature of Business or Organization:

The Allen Institute for Brain Science is an independent, 501(c)(3) non-profit medical research organization dedicated to performing innovative basic research on the brain and distributing its discoveries to researchers around the world. Through its efforts, the Institute aims to advance a new understanding of brain diseases and disorders. The Allen Institute takes on projects at the leading edge of science – far-reaching projects at the intersection of biology and technology. The resulting data and tools constitute free, publicly available resources that fuel innovation and discovery for countless researchers and organizations.

Duties and Responsibilities:

The Laboratory Assistant provides general support for Production primarily in the microscopy area. Tasks assigned to this position are time sensitive and require a moderate level of manual labor.

ESSENTIAL DUTIES & RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.*

- Cleaning lab hardware, containers and instruments.
- Organize and gather lab supplies.
- Manage slides
- Reagent prep
- General cleaning and minor maintenance of lab equipment

(For Work Study Office Use Only)

JOB NUMBER 65AIB01 **REIMBURSEMENT RATE:** **FEDERAL** % **STATE** 65 %

- Follow standard operating procedures and good laboratory practices.
- Duties may vary depending on department assigned to
- Other duties as assigned.

Minimum Qualifications:

QUALIFICATIONS: *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.*

Knowledge/Skills/Abilities

- Ability to complete tasks on time.
- Demonstrated attention to detail.
- Strong organizational and communication skills.
- Dexterity in sample handling is essential.
- Motivation, strong work ethic, a team player, and enthusiasm.

Required Computer Skills

- MS Office

Education/Experience/Certifications

- High school diploma or GED
- 1+ years exposure to a laboratory environment (i.e., in a school environment)

WORK ENVIRONMENT:

- Laboratory atmosphere - possible exposure to chemical, biological or other hazardous substances
- Able to lift or move up to 25 lbs.

Educational Benefits:

The Lab Assistant will gain valuable real world skills and experience by assuming specific responsibilities in a scientific laboratory, including slide management in a high-throughput environment, responsibility for preparation of materials necessary for an automated microscopy platform and learning to work in a deadline-driven atmosphere