

## Rutgers Biomedical and Health Sciences (RBHS) Competency-Based Job Description

**Job Title:** Organoid development core facility manager (Research Associate)  
**Operating Unit:** Rutgers Cancer Institute of New Jersey  
**Division/Section:** Medical Oncology  
**Reports To:** Core service Faculty Director  
**Approved By:**  
**Approved Date:**

### RUTGERS CANCER INSTITUTE OF NEW JERSEY VISION, MISSION AND CORE VALUES:

Our vision is to be a statewide, national and world leader of scientific discovery, transdisciplinary engagement, translation, patient care and education that improves outcomes for cancer patients and populations.

We will accomplish this by conducting innovative basic, clinical and population research and cutting-edge patient-centered care that expands our understanding of the etiology and biology of cancer; facilitates the rapid translation of laboratory-based discoveries into human studies; develops new approaches and interventions for cancer prevention that decrease cancer incidence and mortality; and develops new and better therapies to decrease suffering and mortality from cancer.

**CORE VALUES:** Curiosity and Discovery, Integrity, Collaboration, Respect and Caring, Perseverance.

**SUMMARY:** The primary purpose of this position is to perform specialized research relative to the operation and management of the organoid development core service, utilizing three-dimensional culture techniques to maintain patient derived cells and perform drug testing studies in optimized protocols. The Research Associate will examine the effects of targeted therapy on cellular pathways in organoids and xenografts and perform drug testing and assay development experiments and laboratory techniques of a specialized nature under direct supervision of the Director. The appropriate individual will interact with and assist laboratory personnel in performing of organoid assays. Finally, they will assist with the preparation of grant applications, reports and scientific manuscripts as requested.

### AGE/PATIENT POPULATION(S) SERVED KEY

- | <u>Age of Patient Population Served</u>                      | <u>Population</u>  |
|--|--|
| <input type="checkbox"/> Neonate (birth - 28 days)           | <input type="checkbox"/> Bariatric Patients: BMI greater than 40, or greater than 35 with weight related comorbidities |
| <input type="checkbox"/> Infant (29 days – less than 1 year) | <input type="checkbox"/> Patient with exceptional communication needs  |
| <input type="checkbox"/> Pediatric (1 - 12 yrs)              | <input type="checkbox"/> Patient with developmental delays   |
| <input type="checkbox"/> Adolescent (13 – 17 yrs)            | <input type="checkbox"/> Patient at the end of life  |
| <input type="checkbox"/> Adult (18 – 64 yrs)                 | <input type="checkbox"/> Patient under isolation precautions   |
| <input type="checkbox"/> Geriatric (65 yrs & older)          | <input type="checkbox"/> All Populations   |
| <input type="checkbox"/> Nonage Specific Task (N/A)          | <input type="checkbox"/>   |

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. (*List Essential Duty Responsibility Statements.*)

1. As directed, performs various research and clinical technical operations relative to ongoing investigatory activities of a Core service facility; may assist in conducting specialized research phase of a project.
2. Performs experiments independently or as assigned, followed by appropriate reports, recommendations, and conclusions.
3. Participates in the development of performance standards of the organoid assays, selection of methodology and instrumentation and coordination of the analytical, biochemical, physiology and instrumentation functions with the clinical and research areas to ensure conformance with the goals and objectives of the Core service and center studies.
4. Conducts a continuous program of research and assay development regarding organoid generation and maintenance, constantly evaluates existing procedures where required to keep methodology and procedures current.
5. As requested, assists in the implementation of the programs and projects in special areas of interest including collection of data, and preparation of reports, manuscripts, and grants.
6. Generates, compiles, and presents statistical data with appropriate conclusions, recommendations, etc. pertinent to



research and service activities.

7. Attends regular team meetings to assist in the design of experiments and provide support with general equipment and laboratory maintenance and prepare protocols and reports for inspections and accreditation.
8. As required, assists in the implementation of the programs and projects in special areas of interest to the department.
9. Understands and adheres to Rutgers' compliance standards as they appear in RBHS's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy. Understands, demonstrates, and models the Rutgers Cancer Institute of New Jersey core values.
10. Keeps abreast of all pertinent federal, state and Rutgers's compliance standards as they appear in RBHS's Corporate Compliance Policy, Code of Conduct, and Interest policy.
11. Acts as a role model for corporate integrity, customer service and improved quality.
12. Performs other related duties as assigned.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A Ph.D. Degree or equivalent in Cancer Biology or Pharmacology and 4 years of experience with organoid models is required. Research experience in examining signaling pathways regulating gene expression in tumor and/or stem cells is preferred. Expertise in three-dimensional cell culture, stem cell culture, targeted therapy, pharmacological assays, protein purification, primary tumor graft models or genetically engineered mouse models, and PCR are highly preferred. Proficiency in relevant statistical analysis of data is required. Effective oral and written communications skills. Must be computer literate with proficiency and working knowledge of database and reporting tools such as Microsoft Word, Excel and PowerPoint.

**PHYSICAL DEMANDS:** Standing, sitting, walking, talking, and hearing. No special vision requirements. Lifting up to 25lbs.

**WORK ENVIRONMENT:** Laboratory environment. Moderate noise. Exposure to blood, excrement, antineoplastic drugs, and exposure to infectious or communicable diseases. Universal precautions are mandatory. Exposure to hazardous chemicals.

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge review of this job description. (Employee's Name - PRINT Name)

\_\_\_\_\_ Date: \_\_\_\_\_ Employee's Signature