

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

**Job Title:** Research Associate I (Metabolomics Shared Resource)  
**School/Operating Unit:** Rutgers Cancer Institute of New Jersey  
**Division/Section:** Metabolomics Shared Resource  
**Reports To:** Director, Metabolomics Shared Resources  
**Approved By:** *Diana Diaz-Lieberman*

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

Through our science, our evidence-based actions, our openness, and our respect for those we serve, we will advance cancer-focused research worldwide and reduce the burden of cancer in our catchment area. By engaging with and empowering our exceptionally diverse populations, and addressing their questions and fears, we will engender hope for cancer patients and their families and play a critical role in strengthening the fabric of our communities by gaining and protecting their trust and providing access to the outstanding oncology care each person deserves.

To accelerate scientific discovery focused on understanding cancer, innovating cancer treatment, and improving cancer prevention; to provide outstanding, novel, and compassionate patient care; to provide evidence-based and culturally informed education to physicians, nurses, researchers, staff, and the community; and to achieve cancer health equity in our state through outreach to and engagement of our extraordinarily diverse communities.

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

**SUMMARY:** The primary purpose of the Metabolomics Shared Resource (MSR) Research Associate I (RA I) position is to assist the MSR Director in data analysis, report writing, and user communication. The MSR RA I is also expected to provide significant scientific contribution to the development and optimization of the metabolomics analysis methodology.

The Metabolomics Share Resource at New Brunswick was established in 2017 with a significant institutional commitment from RBHS/RWJMS. This shared resource pushes the frontiers of metabolite measurements and provides RBHS and broader Rutgers community with easy, cost-effective access to these capabilities. The overarching objective is to enable scientific discoveries that significantly impact disease diagnosis and therapy.

### 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 checked="" type="checkbox"/> All Populations  |
| <input checked="" type="checkbox"/> Nonage Specific Task (N/A) |  |

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Analyzes LC-MS results, generates reports on metabolite concentrations and isotope labeling patterns.
2. Communicates with users to learn their analytical needs, interprets the results and makes suggestions in experimental design.
3. Assists MSR Director in analytical method development and optimization.

4. Performs necessary experiments for generating samples for method development.
5. Performs routine maintenance of laboratory equipment as directed.
6. Keeps track of all MSR activities on iLab, including request approval, quotation, invoicing, and billing.
7. Maintains records of research productivity such publications and patents of CINJ members who have used the resource as expected by CINJ administration and the CINJ Cancer Center Support Grant (CCSG).
8. Maintains lab databases on instrument use, chemicals and established protocols.
9. Assists Core Director in managing external user contracts and agreements.
10. 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.
11. 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.
12. Acts as a role model for corporate integrity, customer service and improved quality.
13. 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.

Ph.D. Degree or equivalent (preferred field in Physiology, Biochemistry/Metabolism, Chemistry, Medicine and/or Nutrition) plus two (2) years of related research experience is required. Must have knowledge of biochemistry and other research disciplines. Skills and experiences in cell culture, animal work, analytical chemistry and/or computational biology are highly appreciated. Effective oral and communication skills. Must be computer literate with proficiency and working knowledge of database and reporting tools such as Microsoft Word, Excel, Access, and PowerPoint.

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

**WORK ENVIRONMENT:** Office environment. Moderate noise.

### **EMPLOYEE ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_