

New Mexico State University
Professional Position Description

POSITION TITLE: Specialist, Science (NMDA)

POSITION SUMMARY: Cut down, embed, section, and stain fresh for formalin-fixed tissue samples; frozen sectioning and cytology preparation; and the setup, operation and maintenance of various equipment. Develop new technologies, including immunohistochemistry (IHC), additional histochemical procedures, and molecular techniques such as PCR.

KEY DUTIES AND RESPONSIBILITIES:

- Supervise, direct, delegate, and evaluate work of assigned staff.
- Prepare routine H&E stained histology slides.
- Prepare special stained histology slides.
- Prepare and stain specimens for cytologic exam.
- Equipment maintenance.
- Reagent inventory and preparation.
- Prepare case material for the Armed Forces Institute of Pathology.
- Research and develop new procedures and technologies.
- Review and submit histology lab SOP's.
- Maintain a clean and safe work area.
- Perform related duties as required.

QUALIFICATIONS:

Knowledge of: University and department policies and procedures; principles and practices of organization and administration; biology and chemistry; Good Laboratory Practices (GLP); Hazardous Waste and Quality Assurance issues; laboratory safety and biosecurity concerns.

Skill in: Histochemical techniques and procedures; immunohistochemistry procedures.

Ability to: Direct, evaluate, train, and supervise the work of assigned personnel; adapt and learn other laboratory procedures to enable assistance in gross dissection; develop molecular techniques (i.e. PCR), and perform in other laboratory areas (not associated with histology lab); work as a team member in a small, close-knit laboratory setting.

REQUIRED EDUCATION AND EXPERIENCE:

A typical way to obtain this knowledge, skill and ability would be:

- Bachelors of Science in Biology, Chemistry, or a closely related field.
- 3 years experience.