

Research Specialist, University of Pennsylvania

A full time Research Specialist position is immediately available in the Division of Radiation Biology Research, Department of Radiation Oncology, University of Pennsylvania.

Duties: The position involves the study of photodynamic therapy, which uses a light-activated drug for the treatment of cancer. Work will be carried out in animal (rodent) models of cancer. Responsibilities will include in vitro maintenance of tumor cell lines; drug administration to rodents via i.v., i.p., or oral routes; delivery of the treatment light; and assays of tumor response. Such assays include monitoring of tumor regrowth and immunohistochemical analysis of response at the microscopic level. The position will also involve assistance with data collection in clinical trials of photodynamic therapy.

Qualifications: The successful candidate will possess good communication skills and work independently. Prior experience in handling and administration of drugs to mice is necessary. A BS in a biology-related discipline is required; previous laboratory and/or research experience is required.

Contact: Please send resume and cover letter to Dr. T. Busch, buschtm@mail.med.upenn.edu; 195 John Morgan Building, 3620 Hamilton Walk, Philadelphia, PA 19104-6072.

**UNIVERSITY OF PENNSYLVANIA
HUMAN RESOURCES/COMPENSATION
POSITION INFORMATION QUESTIONNAIRE SHORT FORM**

√Check if new position is being created

Date: ___ January 15, 2010

Job Title: ___ Research Specialist_C _____ Employee Name: _____

Job Class Code/Grade: _____ Penn ID: _____

School/Center: Medicine _____ Supervisor's Name: Theresa Busch

Department: _____ Radiation Oncology _____ Supervisor's Title: ___ Asst Prof _____

POSITION SUMMARY: In a few sentences, *briefly* describe the primary function and purpose of the position.

A full time Research Specialist position is available in the study of photodynamic therapy (PDT), which uses a light-activated drug for the treatment of cancer. Work will be carried out in animal (rodent) models of cancer. Responsibilities will include in vitro maintenance of tumor cell lines; drug administration to rodents via i.v., i.p., or oral routes; delivery of the treatment light; and assays of tumor response. Such assays include monitoring of tumor regrowth and immunohistochemical analysis of response at the microscopic level. The position will also involve assistance with data collection in clinical trials of photodynamic therapy.

PRINCIPAL POSITION REPOSIBILITIES/DUTIES: List up to ten major tasks starting with the most important for which the position is responsible. Include the estimated percentage of time spent on performing the task, with no task more than 50%. Place an asterisk (*) in the Essential Function column to designate an essential function of the job. At least 50% of the job must be designated "Essential".

	RESPONSIBILITIES/DUTIES	Estimated % of Time	Essential Function
1	Animal prep and performance of photodynamic therapy (PDT), including follow-ups	50%	*
2	Perform secondary assays of treatment response, e.g tumor regrowth assay	10%	*
3	Perform cryosectioning and immunohistochemistry, microscopy and data analysis	20%	
4	Assist in data collection in clinical trials	10%	*
5	Laboratory maintenance, including upkeep of animal and freezer databases	5%	*
6			
7			
8			
9			
10	Perform additional duties as assigned	5%	
		100%	

Identify any of the above listed tasks that were added in the last year by listing the related numbers:

NA _____

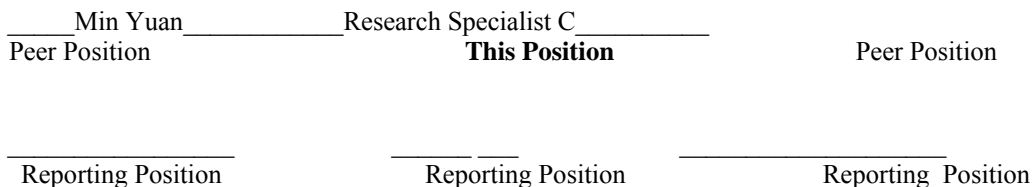
JOB EVALUATION FACTORS: Listed below are job evaluation factors. Check the single best answer that applies. (Refer to PIQ guidelines for definitions.)

<u>Position Evaluation Factor</u>	<u>Response</u>	<u>Key Words</u>
Q1 # # # Formal Education # # (Minimum education req.)## # # # # # # # # # # # # # # # #		1 H.S. Diploma or GED preferred 2 H.S. Diploma or GED required 3 Vocational or Technical School required 4 Associate's Degree or Two Year College equivalent required 5 Bachelor's Degree required; Major (optional) <u>Bio related _____</u> 6 Master's Degree required; Major (optional) _____ 7 M.D., Ph.D., Law Degree or equivalent doctoral degree required
Q2 # # # Minimum Experience # # (Minimum experience req.)## # # # #	√	10 to 1 year# # 55 to 7 years 2 1 to 2 years# # 67 to 10 years 3 2 to 3 years# # 7 Over 10 years 4 3 to 5 years
Q3a # # # Planning Scope # # (Highest level of planning req.)# # # # #	√	1 Daily# # # 5 Four to Twelve Months 2 Current Week# # 6 One to Three Years 3 One to Four Weeks# 7 Three Years or More 4 One to Three Months
Q3b # # # Planning Level # # (Level of primary scope of # # planning)# # # # # # # # # # # #	√	1 Individual (position only) 2 Unit or equiv. (<15 faculty & staff) # 3 Section or equiv. (> 15 faculty & staff) 4 Department or equiv. (> 15 faculty & staff) # 5 School/Center 6 University-wide
Q4a # # # Impact on Operating Budget # # # # #	√	1 None# # # 4 Recommending 2 Incidental# # 5 Controlling 3 Supportive# # 6 Delegating Approximate Size of Budget \$ _____
Q4b # # # Impact on Grant Funds # # # # # #	√	1 None# # # 4 Recommending 2 Incidental# # 5 Controlling 3 Supportive# # 6 Delegating Approximate Size of Budget \$ <u>1,200,000</u> (annual) _____
Q4c # # # Impact on Revenue Generating # # # # #	√	1 None# # # 4 Contributory 2 Indirect# # # 5 Major impact 3 Supportive# # 6 Directing Approximate Size of Budget \$ _____
Q5 # # # Complexity #	√	1 Standardized: duties are few and repetitive 2 Routine: routine tasks, processes, or operations 3 Basic: moderately complex procedures and tasks 4 Varied: complex and varied work 5 Analytic: non-standardized and widely varied work 6 Highly Complex: broad in scope covering one or more complicated areas 7 Multifaceted: broad in scope covering the entire University's operations
Q6 # # #		1 Standardized: little independent judgment required

ORGANIZATION CHART:

(Use staff member names and position titles)

Theresa Busch
Manager/Supervisor



WORKING CONDITIONS/PHYSICAL EFFORT/RESOURCE EXPOSURE: (Check as many as apply)

Working Conditions

- | | | |
|--------------------------------------|-------------------------------------|------------------------------------|
| √ Office, library, computer room# | Requires extensive safety training# | √ Exposure to chemicals |
| Stockroom or warehouse# # | Alternative work schedules## | Outdoor exposure to weather |
| High noise environment# # | On-Call (beeper)# # | Requires protective devices |
| High dust, dirt, grease environment# | Exposure to moving machinery# | Extensive travel (>1000 mi./month) |

Physical Effort

- | | | |
|---------------------------------------|---|----------------------------------|
| Typically sitting at a desk or table# | Typically running, climbing# | Frequent lifting 25 lbs. or more |
| Occasional lifting 25-50 lbs.# # | √ Occasional lifting 25 lbs. or less# | Climbing ladders/scaffolds |
| Typically standing or walking# # | √ Intermittently sitting/standing/stooping# | Using tools |
- requiring high dexterity
Typically bending, crouching, stooping

Resource Exposure

- Handle credit cards (customer cards, Purchasing Card, or PennCards)
- √ Purchase supplies or material for the department/organization
- Have financial control of or access to budgets, resources, salaries, or other sensitive data
- Have access to private information such as SSN, credit card, personal data, or financial data for students, alumni, staff or faculty
- √ Have access to sensitive data related to research projects and grants
- √ Be involved with patient/animal care
- Have control of or manage grant funds
- √ Handle controlled substances such as pharmaceutical, radiological or hazardous materials
- Have broad access to University buildings (keys/PennCard, locksmith, custodian, etc.)
- Work with children under the age of 18 or elders
- Live in a University residence/student dormitory
- Operate a University vehicle or drive a vehicle on University business
- Background check is required by Federal, State, or local regulations or external regulatory agency
- None of the above

Employee Comments:

Supervisor Comments:

Employee's Signature: _____ Date: _____

Employee's Name (please print): _____

Supervisor's Signature: Theresa M. Busch _____ Date: 1/15/2010

Supervisor's Name (please print): Theresa Busch PhD

Supervisor's Title: Assistant Professor

Department Head's Signature: _____ Date: _____

Department Head's Name (please print): _____

Department Head's Title: _____

Revised 04/08

Revised 10/99

POSTING INFORMATION: *(TO BE COMPLETED ONLY IF POSITION IS TO BE POSTED)*

Write summary of position for posting purposes.

DUTIES: *(Description should be brief and only include principle duties.)*

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QUALIFICATIONS: *(Qualifications should clearly indicate those that are required and those that are preferred.)*

The successful candidate will possess good communication skills and work independently. Prior experience in handling and administration of drugs to mice is necessary. A BS in a biology-related discipline is required; previous laboratory and/or research experience is required.

Supervisor's signature _____ *Jhenna M. Busch* _____

Date: ____1/15/2010