



		<b>ISSUED: 06/19</b>
<b>TITLE: Biorepository Technician</b>	<b>SALARY TABLE: SA</b>	<b>CLASS CODE: SA570</b>
<b>UNION: Staff Association – Local 2071, U.A.W</b>	<b>SALARY GRADE: 03</b>	<b>EEO CODE: 50</b>
	<b>FLSA: Non-Exempt</b>	<b>EMPLOYEE CLASS: SA</b>

**POSITION PURPOSE**

Perform routine biorepository tasks to ensure the proper collection, processing, storing and distribution of biological specimens.

**ESSENTIAL JOB FUNCTIONS**

Accept incoming specimens. Process, label and scan and/or enter codes into digital inventory system ensuring all information is accurate and complete.	30%
Organize, label and input legacy specimens into digital inventory system.	30%
Prepare outgoing specimens by pulling a packaging for delivery.	15%
Ensure proper temperatures of freezers and specimens during pulls.	10%
Respond to freezer temperature alarms. Assess the situation and determine if specimens should be moved and if freezer repairs are necessary.	5%
Other duties as assigned.	5%

**ADDITIONAL COMMENTS**

This entry level classification is designed to perform routine biorepository procedures in a laboratory at the University. Work activities necessitate the ability to perform vocational or procedural routines as well as the ability to operate specialized equipment. Work routines include preparation, set-up and maintenance of laboratory supplies and equipment. The incumbent may be expected to operate and maintain technical and scientific equipment. Work activities are performed given the following working conditions factors, e.g. extremely light physical effort, good environmental conditions, moderate controllable biohazards and normal sensory attention. On call rotation for nights and weekends required. Ability to stand and move around lab for extended periods of time. Near visual acuity required. This classification reports to and receives work direction from an administrative professional.

**MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience. Coursework in biology and/or chemistry with exposure to scientific laboratory equipment and experience with laboratory techniques. Some undergraduate coursework in basic sciences preferred.
- Experience in the handling and safety of biohazardous materials preferred.

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- Ability to perform procedural work routines and operate specialized scientific equipment.
- Ability to follow oral and/or written instructions; keen attention to detail in order to question and identify problems that should arise.
- Ability to communicate effectively and professionally with others.

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