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National Council for Air and Stream Improvement, Inc. (NCASI) Job Posting

Position:	Research Assistant
FLSA Classification:	Non-Exempt
Reports to:	Senior Program Manager, Analytical Services
Supervisory Responsibilities:	None
Work Week:	40 hours per week
Work Environment:	NCASI Office in Newberry, FL
Travel Required:	Infrequent
Revised:	June 6, 2022

The National Council for Air and Stream Improvement, Inc. (NCASI) is a non-profit research organization focusing on environmental issues of interest to the Forest Products Industry. NCASI is seeking a career-minded individual willing to take on increasing levels of responsibility to fill the Research Assistant position at its office and laboratory in Newberry, Florida.

Essential Job Functions:

- Perform routine laboratory activities such as sample preparation, extractions, water quality tests, and other analyses involving complex procedures, methods, and instrumentation.
- Be highly attentive to generating consistent data with established QA/QC and produce error-free data of the highest quality.
- Carry-out Gas and/or Liquid Chromatography analyses, with training and direction as appropriate, on various matrices and interpret associated data.
- Receive direction from and regularly communicate with assigned supervisory contact and other members of the professional staff.
- Accomplish preliminary data reduction activities involving the use of computer software applications such as spreadsheets, databases, and word processing applications on the Microsoft Office and other software platforms.
- Review, modify, improve, and update SOPs as needed, and prepare written summaries of test data.
- Assist in maintenance and integrity of laboratory equipment.
- Demonstrate a commitment to safe practices in laboratory operations.
- Assist in organizing and assembling sampling kits for field-sampling activities, including preparing reagents, buffers and other essential items as applicable.
- Keep accurate written records of testing and other data-gathering activities.
- Respond to internal technical queries on analytical methods in a competent and timely manner.
- Must be able to get to and work from the NCASI office in Newberry, FL.
- Must be able to lift, carry or push up to 25 pounds.

- Develop familiarity with the pulp and paper manufacturing process, or other activities of the forest products industry, as appropriate.

Minimum Qualifications:

- Bachelor's degree in Chemistry or closely associated scientific discipline, and 2 years hands-on laboratory experience with sample preparation and analysis.
- Proficient in data reduction activities involving spreadsheets, databases and word processing applications.
- Strong writing, speaking and critical thinking skills.

Additional Preferred Proficiencies:

- Strongly prefer Master's degree in Chemistry or closely associated scientific discipline or 5 or more years of hands-on experience in environmental analytical testing
- Familiarity with Gas and/or High-Performance Liquid Chromatography analyses and related analytical method SOPs.

Work Authorization / Insurance Requirements:

- Must be eligible to work in the United States
- Must have driving record that can be insured at standard rates

To Apply:

Please forward resume, cover letter, and references to Ms. Tracy Stubbs at tstubbs@ncasi.org. Review of applications will begin on June 10, 2022 and continue until the position is filled. NCASI is an equal opportunity employer.