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Job Description

Position:	Senior Research Associate, Analytical Support
FLSA Classification:	Non-Exempt
Reports to:	Senior Program Manager, Analytical Support
Supervisory Responsibilities:	None
Work Week:	40+ hours per week to meet work demands
Work Location:	Newberry, FL Office & Laboratories
Travel Required:	May require some travel and some duty time at field locations.
Revised:	August 8, 2025

Summary: The Analytical Support Group is a shared technical resources group that supports the analytical research and quantification needs of all NCASI Technical Studies Programs (TSP) and provides technical support to NCASI Member Companies on a wide range of analytical topics. The Senior Research Associate will carry out measurements/experiments using a variety of analytical instrumentation and measurement methods, provide technical support to team members, assist with both general and specific laboratory tasks, and ensure adherence to QA/QC principles. Key responsibilities include operating analytical instrumentation (gas, liquid and ion chromatographs), recording accurate data, following complex procedures, and preparing brief summaries of the data generated. This role requires frequent interaction with project leaders in the Analytical team and NCASI programs. The ideal candidate will possess deep expertise and hands-on experience in implementing and routinely employing analytical methods, adhering to laboratory protocols and organizing experimental workflows, including demonstrated proficiency with multiple test methodologies relevant to NCASI's mission. A good understanding of environmental testing and a commitment to following safety protocols are essential.

Key Words: Analytical Research Associate, Analytical Research Technician, Senior Analytical Chemist, Chromatography analysis, gas chromatography, liquid chromatography, ion chromatography, extensive hands-on experience, analytical instrumentation maintenance, QA/QC procedures, data recording, data analysis, technical support.

Essential Functions:

1. Conduct sample processing and perform established complex analytical procedures, adhering to QA/QC protocols, methods, and instrumentation, under the supervision of a professional staff member.
2. Spend at least 50% of time performing work requiring scientific or specialized Analytical studies; supporting other NCASI programs for about 50+ % of time and no more than 20% of work week devoted to activities that are not a part of professional work.
3. Ability to manage multiple tasks concurrently while maintaining exceptional organizational skills.
4. Consistently exercise discretion and judgment with respect to scientific or specialized work.
5. Potential for effective self-direction and independent action in providing technical support.
6. Advise local managers and professional staff on technical support matters in your area of expertise.
7. Ensure the preparedness of the local site to perform laboratory work in program areas, such as the flawless operation of all analytical instrumentation on-site, operation of a computer-based model, or performance of certain field studies.
8. Read, understand, absorb, process, and communicate complex information. Respond to internal technical queries in a competent and timely manner. Work at the office location or during special projects from a field location for extended periods.
9. Must be able to get to and work from the Newberry Office & Laboratories and field locations as required.

Other Duties:

1. Demonstrate a commitment to safe practices in laboratory and field operations.
2. Demonstrate an ability to work effectively with others toward meeting NCASI's goals.

3. Assist in the preparation of the Chemical Hygiene and Safety Plan for the location and coordinate its implementation.
4. Be part of quality control and quality assurance activities that ensure the validity of data gathered by technical support staff.

Note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Required Education and Experience:

1. Baccalaureate or associate degree in appropriate fields of chemistry, engineering, or a related science discipline field AND a minimum of six (6) years of demonstrable hands-on experience in analytical testing using GC, LC, IC and wet chemistry methods.

Competencies:

1. Ability to plan and coordinate the activities of project teams consisting of technical support staff.
2. Exceptional hands-on experience in test methods, data reduction, and communication skills.
3. Enhanced technical competence, as evidenced by additional education or training to enhance skills and develop expertise that is relevant to the NCASI mission.

Physical Demands:

This position requires the ability to sit or stand for extended periods of time at a laboratory. May require occasional lifting of items up to 50 lbs. May require moving gas tanks and solvent bottles. Must be able to lift and carry 15 pounds of glassware through lab.

Work Authorization / Insurance Requirements:

1. Must be eligible to work in the United States.
2. Must have a driving record that can be insured at standard rates.

Benefits Effective Immediately:

- Health Care Benefit Package (Medical, Dental, Vision, HSA w/ employer contribution)
- 401(k) plan with company match
- Vacation/Sick/Holiday leave
- Dependent Care FSA available
- Life, Supplemental Life, Disability, and Accidental Death & Dismemberment Insurance
- Identity Theft Protection
- Supplemental Accident and Critical Insurance Available

To Apply:

Please provide a CV or resume and a cover letter that highlights your hands-on experience relevant to this role, with examples, by email to Waruna Kiridena (wkiridena@ncasi.org), identifying "Senior Research Associate" in the subject line. Applicant review will begin on September 8, 2025, and continue until the position is filled. Contact information for three or more references may be requested at a later time. NCASI is an equal opportunity employer.