



University of Alaska
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Position Job Duties

530262_Radiocarbon Research Professional

50% Operate the radiocarbon instrumentation and associated peripherals (e.g. IRMS) to analyze client submitted samples and release data to clients. Manage all laboratory activities under the general direction of the Radiocarbon Lab Director. These activities include safety/environmental health, personnel, data, and equipment/instrumentation and developing/setting/managing laboratory procedures/protocols. Main personnel contact for the facility. Supervision of undergraduate/graduate student assistants. Provide day-to-day guidance, training, and direction to all client users of the facility and its associated resources. Will be responsible for the day to day operation of the radiocarbon facility, including interacting with members from university (student, staff, and faculty), state and federal communities as well as international entities. Responsible for the tracking of samples and the summarization of charges to bill clients and coordinating billing through INE Business Office.

20% Maintain and clean the radiocarbon instrumentation, associated peripherals and its lab, including maintaining inventory of lab supplies. Responsible for ensuring modernization of the equipment and keeping protocols up to date with current industry trends. Principal operator of instrumentation (MICADAS) and associated equipment, including repair and maintenance. Responsible for diagnosis and troubleshooting of equipment malfunctions as well as liaison between manufacturer and facility when necessary for repairs to be performed.

10% Promote the radiocarbon facility with an aim to recruiting new clients (presentations and outreach). Provide advice and demonstrate the lab's capabilities to visitors and clients. Provide various UAF classes with an instructional tour of the facility and coordinate with instructors to ensure that curriculum objectives are met. Provide tours to various administrators and other visiting groups to UAF by demonstrating the day to day operation of the facility.

10% Develop protocols to aid data handling. Evaluate data quality objectives and coordinate those needs with standard operating procedures in order to complete complex scientific projects or work. Responsible for the evaluation of client data using proper data review protocols before generating complete data reports. Data handling for the lab will include paying attention to managing the labs budget in order to maintain its non-profit status.

10% Safety coordination for all lab users. Evaluate the lab's practices in regards to the UAF Chemical Hygiene Plan and WERC specific safety protocols. Responsible for recognizing



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potential laboratory safety concerns and communicating concerns to the WERC Lab Manager/Safety Officer. Work with the Lab Manager to resolve issues.