

***Mission***

To provide competitive, independent, investigative research and product development in: crop production; crop protection; food quality; environmental preservation, product stewardship, genetics and seeds.

***Essential Duties and Responsibilities***

- Provide support and maintain the laboratory in a clean and organized manner.
- Provide support to designated team by ensuring all equipment and/or rooms are cleaned/disinfected for study activity.
- Assist with lab duties pertaining to studies, as required.
- Clean and maintain equipment, waste management, and other duties as assigned by supervisory staff.
- Assist with routine tasks that require independent performance, following training.
- Ensure laboratory supplies are in stock, and notify person placing orders when stock is low.
- Maintain glassware by picking-up, pre-cleaning, washing and distributing.
- Assist with maintenance under the direction and guidance of more experienced scientists.
- Maintain and clean standard laboratory equipment, for example – centrifuges, pipettes, balances, and pH meters.
- Follow instructions provided by supervisory staff.
- All other duties as assigned by supervisor, or lab designee.

***SynTech Research Key Expectations and Required Competencies***

- **Mission and Values Driven** – Clearly understand the mission and values of SynTech Research to ensure all work performance aligns to the mission and values. All employees are expected to promote a “CAN DO” attitude and demonstrate a willingness to work in a professional and collaborative manner. Demonstrate a commitment to continuous learning and self-improvement.
- **Integrity, Ethics, and Collaboration** – Treat people with respect and individuality; do what you say; be fair and equitable in all interactions; be a good steward of company resources; and work effectively with others.
- **Safety** – Put safety first by anticipating and performing actions necessary to avoid hazardous work-related conditions which could result in injury, harm, or loss.
- **Communication** – Give and welcome feedback; exhibit objectivity and openness to others’ views.
- **Adaptability, Flexibility, and Critical Thinking** – Effectively manage competing demands and is able to change course when new information becomes available.
- **Attention to Detail and Timely Follow-up** – Demonstrate thoroughness and accuracy in work activities through concern for all areas involved. Plan and prioritize work activities, use time efficiently to meet deadlines and provide timely follow-up for all issues.

**Qualifications**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job position.

**Education and Experience:**

- High School Graduate and/or GED, required.
- Capable of working 8 hour shifts.
- Be able to follow verbal and written direction in order to perform basic laboratory tasks; must be able to accurately document tasks per Laboratory SOP's
- Able to work in highly regulated, high pace environment.
- Must be able to walk, stand 50 to 90% of the time, squat, bend, kneel, climb, push, pull, use hands; reach with hands and arms overhead; speak and hear effectively in team and/or one-on-one conversations.
- Must be able to lift/move  $\geq$  50 to 60 pounds with proper ergonomics and use of assistance as needed (e.g. other people, carts, pallet jack, etc...)

I have read and understand this written job description for the SynTech Research Lab Assistant, and believe I am fully capable of performing all listed requirements of this job position.

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Employee signature

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Date