



ASPEN RESEARCH CORPORATION POSITION DESCRIPTION

Analyst I

Background/Purpose:

The individual performs routine and non-routine sample preparations and prescriptive analyses following the direction of more senior Analysts and/or Project Managers. Individuals in this position may also be called upon to help develop new methods and validate existing or new methods. They will have developed a high level of expertise in 1-2 of ARC's analytical platforms (for example: thermal area [TGA, DSC] and rheology (parallel plate, capillary) Individuals in this position will communicate primarily internally but may send requested reports and results of data testing directly to customers at the customer request and with prior internal approval. They will also assist in internal review of data and reports. The position reports to the Laboratory Manager.

Primary Responsibilities/Accountabilities:

- Performing analytical in the thermal and rheology area (Aspen will consider individuals without experience in this area but have a desire and willingness to learn)
- Maintain laboratory work areas in an orderly fashion
- Perform routine testing, that they are qualified to perform, as requested
- Assist in training of Technician I, Technician II, and Technician III associates
- Assist more senior analysts in developing new methods and/or optimizing existing methods
- Prepare samples for testing following written or verbal instructions
- Begin to develop skills/expertise in at least one of the ARC analytical platforms
- Serve as an internal ISO auditor if trained and requested by Laboratory Manager
- Provide internal review of testing data and reports if qualified and requested
- Provide results of testing using report templates such as Excel files and Word Documents
- Fax or Email results of testing to customers after internal review and approval
- Follow all ISO 17025 procedures and quality systems

Job Requirements:

- B.S. degree in chemistry or science related field.
- Attention to details
- Willingness to cooperate with fellow associates and to learn new techniques
- Functional in Excel and Word
- Able to do basic mathematical manipulations such as algebra and basic geometry

Technical Knowledge

- Basic wet chemistry techniques such as titrations, pH and conductivity measurement
- Basic understanding of fundamental science behind analytical techniques
- Some experience with instrumental analyses and the maintenance of some analytical equipment

Communication

- Effective listener/learner
- Effective one on one and in internal groups
- Able to prepare and present analytical findings in either report or platform presentation styles
- Seeks out assistance from more senior analysts in order to further skill sets

Leadership

- Collaborates with and works effectively with associates
- Maintains a respectful and safe working environment
- Able to coach/mentor Technician I, Technician II, Technician III, and Technician IV associates
- Supports organizational led changes
- Participates in internal functional groups