



Research Laboratory Manager

Laboratory Assistant III (9602)

University of California, Berkeley

The Brenner computational genomics research group is seeking a Research Laboratory Manager. The lab manager will play a key role in facilitating effective laboratory operations and research efforts for a cutting-edge genomics, computational biology, and bioinformatics research group.

Research laboratory management responsibilities include:

- Information management, interfacing with department and service structures, outreach and website production, calendar maintenance, travel coordination, management of correspondence, and meeting schedules.
- Learn and employ standard laboratory management tasks including procurement and reimbursement, personnel appointments, and budget and grant management and reporting.
- Day-to-day management and requisition of laboratory materials and supplies, organization and maintenance of chemical and lab equipment inventories, and upkeep of the common laboratory space including safety procedures/protocols.
- Production of weekly reports and recording of information in standardized forms.
- Supervision of one or more undergraduate assistant(s) to perform routine tasks.
- Depending on skills, preparation of reagents and buffers; equipment maintenance; scientific software development and graphics; editing of research papers, grant proposals, and presentations, including graphics.

Required Qualifications:

- B.S. or B.A. degree, preferably in a biological science, computer science, or equivalent work experience
- Excellent facility with all components of the Microsoft Office family and Adobe Creative Suite
- Able to work effectively with and respond to other lab members and meet their needs
- Excellent organizational skills and attention to detail
- Ability to prioritize tasks and work independently
- Demonstrated fluent and facile command of written and spoken English
- Overtime may be required for this position; limited travel might be required.

Preferred Qualifications:

- Previous experience with scientific data analysis, software development, script writing and web site development OR previous experience using and maintaining standard molecular biology equipment such as PCR machines, microplate readers, and chemical inventories
- Authorship of published scientific papers, and scientific poster presentation experience

The Brenner research group is an interdisciplinary research group, at the University of California, Berkeley, one of the world's premiere research universities. Our research has implications for diseases from cancer to Crohn's Disease, and the future of personalized medicine. We have a dozen members ranging from undergraduates to senior researchers and the research group provides a dynamic, occasionally demanding, flexible, and supportive work environment. We are associated with the Department of Plant and Microbial Biology, the Department of Molecular and Cell Biology, the Department of Bioengineering, the Center for Computational Biology, and the Institute for Quantitative Bioscience at the University of California Berkeley. We are also affiliated with Lawrence Berkeley National Lab and the University of California, San Francisco. The University of California, Berkeley is committed to diversity in its staff, faculty, and student body, and invites all qualified people to apply, including minorities and women, veterans and individuals with disabilities.

The University of California, Berkeley is one of the world's leading universities in research, teaching, and public service. The campus employs 2,135 faculty in more than 130 academic departments and interdepartmental groups, libraries, museums and more than 65 interdisciplinary research units contribute to this dynamic and vital research and teaching environment.

The University of California, Berkeley is an Equal Opportunity Employer. We offer a diverse working environment, competitive salaries, and comprehensive benefits.

Salary & Benefits

Anticipated hourly salary range is \$19.86 - \$21.57, commensurate with qualifications and experience. For information on the comprehensive benefits package offered by the University visit <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>.

Other Information

Applicants must apply through the University's website at https://jobsprod.is.berkeley.edu/psc/jobsprod/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=23443 (Job ID 23443). Your application should include a cover letter, detailed resume, and contact information for three references. Please include this information in one comprehensive document as separate attachments cannot be submitted in the application system. Please ALSO send a duplicate application to jobs@compbio.berkeley.edu. Correspondence related to this position may also be sent to this address. For more information about the Brenner research group, see <http://compbio.berkeley.edu/>