

Research Manager (Staff Research Associate II)

UC Berkeley - Department of Plant and Microbial Biology

Position description

The Brenner research group analyzes comprehensive genetic information to elucidate the molecular function of biological systems. We are engaged in applying and extending cutting-edge studies of complete genomes, with a particular focus on metagenomics, gene function, RNA biology, and protein structure. We have twenty members ranging from undergraduates to senior researchers and the research group provides a dynamic, occasionally demanding, flexible, and supportive work environment. Please see our website at <http://compbio.berkeley.edu>. The lab manager will facilitate effective laboratory operations in a variety of ways as detailed below. This individual will play a key role in enabling the laboratory's research efforts. In addition, this position offers the potential for developing an independent or supervised research project for those candidates with the appropriate biological background and interest.

Laboratory management responsibilities include:

Management and requisition of laboratory materials and supplies, organization and maintenance of chemical and lab equipment inventories, preparation of reagents and buffers, equipment maintenance and upkeep of the common laboratory space safety procedures.

Information management, interfacing with department structures, routine procurement and reimbursement, scheduling, and correspondence. Editing of research papers and grant proposals. Supervision of an undergraduate assistant to perform routine tasks.

Requirements and Qualifications:

- B.S. or B.A. degree, preferably in a biological science, or equivalent work experience
- Previous experience using and maintaining standard molecular biology equipment such as PCR machines, microplate readers, and chemical inventories
- Experience with metagenomics research, including DNA extractions from environmental samples, and demonstrated experience designing protocols
- Authorship of published scientific papers, and scientific poster presentation experience
- Excellent facility with all components of the Microsoft Office family
- Fluent and facile command of written and spoken English, demonstrated through extensive published writings
- Responsiveness to and patience with other lab members and their needs
- Experience managing large and complex projects with individuals from multiple institutions and nationalities, including organizing complex travel logistics.
- Excellent organizational skills and attention to detail
- Ability to prioritize tasks and work independently

Salary & Benefits: Annual salary range is \$39,060 - \$45,792, commensurate with qualifications and experience. For information on the comprehensive benefits package offered by the University visit http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf

To Apply: Applicants must apply through the University's website at jobs.berkeley.edu; search for "Research Manager", posted "anytime". 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/>.

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.