



## Biology Lab Manager

### *Biology*

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#### **POSITION SUMMARY**

Reports to the Biology Chair with specific duties assigned by faculty members. Supervises laboratory technician and student assistants to ensure quality preparation of equipment, materials, and setup for teaching laboratories. Ensures scheduling in advance and directs laboratory technician to maintain cultures (bacterial & yeast cultures, fruit fly cultures, tissue cultures). Ensures availability of lab materials that must be prepared in house via molecular techniques such as DNA preparations, DNA transformations and PCR assays. Will be available to assist lab instructors on an as needed basis throughout the week. Acts as a resource for students and faculty to facilitate research and helps develop protocols, holds clinics as needed, and provides research support. Discusses research and equipment needs, and directs researchers to resources available in the department or elsewhere on campus. Suggests methods or modifications of proposed tasks to fit within logistical constraints. Assists students as time permits, on a daily basis. Supplies, installs, and instructs researchers in the proper use of scientific instruments. This may require some training, such as for the use of the confocal microscope. Oversees husbandry including managing the vivarium.

#### **SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

- Primary responsibility as Biosciences Safety Officer. Ensures compliance with all state and federal regulations related to laboratory and animal health and safety, including maintaining training records, coordinating waste disposal, and spill and exposure response.
- Arranges for and supervises the proper disposal of animal carcasses, glassware, sharps, electronics, surplus lab equipment, and chemicals.
- Manages the vivarium and other animal and plant husbandry as needed.
- Directs clean up or assists in the cleanup of minor chemical (e.g. formaldehyde and mercury) or biological (e.g. *E. coli*) spills and/or glassware breaks
- Assists the Radiation Safety Officer (RSO) in anticipating or trouble shooting problems related to radioactive and hazardous materials, if needed.
- Acts as building coordinator for safety information and attends all safety meetings.
- Works with faculty or staff to correct unsafe practices after safety problems are identified by the Environmental Health and Safety Officer
- Coordinates the hazardous waste pick-up for the Department. This occurs three times a year.
- Ensures proper and regular disposal of all biohazard waste generated by Biology and Chemistry Departments.
- Primary manager of all technical equipment; identifies capable repair person and sends out equipment for repair. Trouble shoots equipment malfunction as needed or orders equipment replacement parts. Maintains and cleans equipment on a scheduled basis, including electronic back-up of associated computers. Organizes equipment usage time and routine maintenance.
- Ensures continual availability and quality of de-ionized and distilled water through lab facilities.

- Annual maintenance of equipment including microscopes, laminar flow hoods, etc.
- Maintains instruction manuals and instrument specs for all department equipment.
- Primary responsibility for ensuring quality care of all vertebrate animals in Biology Department, and supervises technician and students working in animal care.
- Meet with the IACUC twice a year for the vivarium inspections.
- Arranges for dead animal disposal.
- Coordinates ordering and receiving of supplies and equipment for courses and research labs.
- Coordinates teaching lab space assignments and times of instruction, in consultation with the department chair and the faculty
- Oversees the coordination of field trips, including ordering vehicles, arranging for drivers, making facility reservations, arranging for driving directions, ordering and packing food and equipment.

## **QUALIFICATIONS**

- Knowledge of biology, animal anatomy and physiology, neurophysiology and basic chemistry.
- Highly developed organizational skills to keep complete, concise and clear records to organize tasks, to schedule experiment needs.
- Must be able to meet multiple deadlines and deal with interruptions and changing priorities, good concentration skills.
- Knowledge of Laboratory safety rules and regulations, MSDS's and laboratory safety precautions, including safe handling, storage and disposal of chemicals, radioisotopes, biological, the uses of lab safety equipment. Skills and knowledge setting up, maintaining and troubleshooting surgical apparatus, lab equipment, microscopes, etc.
- Excellent interpersonal communication skills including skill to understand and carry out written and oral instructions and interact with diverse personalities and educational levels, and with different department on campus, vendors and outside agencies.
- Must have a combination of technical & managerial skills, as well as extensive experience in a laboratory setting.
- Supervisory skills are necessary to coordinate this wide range of departmental needs.

### ***Minimum Qualifications:***

- Bachelors or Master's Degree with strong knowledge and experience in Biology with 2 -3 years' experience in a laboratory setting.
- Familiarity with safety protocols.
- Ability to follow detailed instruction, oral and written.

### ***Preferred Qualifications:***

- Familiarity with laboratory procedures, facilities oversight and equipment maintenance.
- Strong supervisory skills & experience.
- Experience in preparation of materials for molecular biology, biochemistry, microbiology & genetics labs.

## **APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to [resumes@oxy.edu](mailto:resumes@oxy.edu).