**POSITION SUMMARY**

The Biology Dept. Lab Manager at Occidental College will: ensure maintenance of equipment, supplies, and setup for teaching laboratories, as well as supervise a laboratory technician and student assistants; ensure proper scheduling for and direct maintenance of all cultures (bacterial & yeast cultures, fruit fly cultures, tissue cultures); ensure availability of lab materials that must be prepared in house via molecular techniques, such as DNA preparations, DNA transformations and PCR assays; interact with lab instructors as needed throughout the week; act as a resource for students and faculty to facilitate research and helps develop protocols, hold clinics as needed, and provide general research support; discuss and coordinate research and equipment needs and direct researchers to resources available in the department or elsewhere on campus; suggest methods or modifications of proposed tasks to fit within logistical constraints; assist students as time permits, on a daily basis; supply, install, and instruct researchers in the proper use of scientific instruments (this may require some training, such as for the use of the confocal microscope); oversee husbandry including managing the vivarium; ensure compliance with all state and federal regulations related to laboratory and animal health and safety; and report to the Biology Chair.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

- Coordinate ordering and receiving of supplies and equipment for courses and research labs.
- Coordinate teaching lab space assignments and times of instruction, in consultation with the department chair and faculty.
- Manage all technical equipment; Maintain instruction manuals and instrument specs for all department equipment. Annual maintenance of equipment including microscopes, laminar flow hoods, etc. Troubleshoot equipment malfunctions as needed or orders equipment replacement parts. Identify capable repair technicians and send out equipment for repair. Maintain and clean equipment on a scheduled basis, including electronic back-up of associated computers. Organizes equipment usage time and routine maintenance.
- Oversee the coordination of field trips, including arranging vehicles and drivers, ordering and packing food and equipment.
- Ensure continual availability and quality of de-ionized and distilled water throughout the labs.
- As Biosciences Safety Officer, ensure 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.
- Arrange for and supervise the proper disposal of animal carcasses, glassware, sharps, electronics, surplus lab equipment, and chemicals.
- Direct clean up or assist in the cleanup of minor chemical (e.g. formaldehyde and mercury) or biological (e.g. *E. coli*) spills and/or glassware breaks.
- Assist the Radiation Safety Officer (RSO) in anticipating or trouble shooting problems related to radioactive and hazardous materials, if needed.
- Act as building coordinator for safety information and attend all safety meetings.
• Work with faculty or staff to correct unsafe practices after safety problems are identified by the Environmental Health and Safety Officer
• Coordinate hazardous waste pick-up (~3 times per year).
• Ensure proper and regular disposal of all biohazard waste generated by Biology and Chemistry Departments.
• Manage the vivarium and other animal and plant husbandry as needed. Ensure quality care of all vertebrate animals in Biology Department, and supervise technician and students working in animal care. Meet with the IACUC twice a year for the vivarium inspections.

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, and schedule experiment and lab needs.
• Must be able to meet multiple deadlines and deal with interruptions and changing priorities.
• 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 of set up, maintenance and troubleshooting of surgical apparatus, lab equipment, microscopes, etc.
• Excellent interpersonal communication, including skill to understand and carry out written and oral instructions and interact with diverse personalities and educational levels, and with different departments 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 of 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.