



Research Laboratory Manager
California Northstate University College of Medicine
Elk Grove, California, USA

Title: Research Laboratory Manager, Department of Medical Education
Classification: 1.0 FTE, full time
Education: Bachelor's in designated life science
Posting: Immediate review of Applications; Open until filled
Anticipated Start: August 2019

Responsibilities:

- Oversee the development and daily operations of the research laboratory
- Manage the research laboratory and its equipment
- Order and update lab supplies
- Work with University-level management to review, schedule, and maintain laboratory safety guidelines and procedures
- Work with University-level management to review, select, and implement large-scale equipment purchases
- Support faculty in their research projects, including performing experiments in the laboratory
- Supervise and train medical students in the performance of laboratory functions, including experimental protocols and operating procedures
- Assist students and faculty with the operation of lab equipment and provide training where needed
- Responsible for the coordination of all regulatory and compliance activities and training requirements for the laboratory
- Directly responds to inquiries regarding lab protocols and policies
- Ensures on-going integrity of laboratory samples by overseeing all handling and repository projects while assuring documentation and adherence to protocols and to timelines
- Other duties as assigned

Qualifications:

- A Bachelor's degree (B.Sc.) in a designated life science such as clinical laboratory technician, microbiology, cell/molecular biology, biochemistry, or organic chemistry
- Experience and documented accomplishments working in and managing a research laboratory
- Ability to stay organized and maintain a proactive stance to anticipate the various needs of the faculty, staff, and student body
- Technical skills: cell culture of multiple cell lines, molecular biology techniques (e.g., Western blot, fluorescence labeling, PCR, etc.), microscopy (normal and fluorescence), spectroscopic techniques (colorimetric assays, plate reader, etc.)
- Ability to assess current procedures/protocols and make recommendations for improvements
- Ability to demonstrate knowledge of data reduction and report generation strategies
- Ability to lift 30 lbs. (or more) at any given time and be able to work standing for protracted periods of time
- Ability to work alone on assigned tasks or within a team-based environment



- Ability to consistently maintain a safe working environment by actively utilizing the proper precautions (i.e. PPE), and recognizing/ reporting hazards as they present themselves

Qualities:

- Exceptional interpersonal communication skills (e.g., with students, faculty, etc.)
- Commitment to professional excellence
- Strong attention to detail
- Self-motivated starter, must be able to make independent, effective decisions appropriate to the situations
- Must possess a scientific imagination commensurate with the independent execution of research projects
- Ability to effectively supervise others
- Must have an aptitude for technical problem solving
- Excellent organizational skills to ensure smooth functioning of the lab
- Reasonably fluent knowledge of Microsoft and Adobe computer applications, including, Word, Excel, Power Point, Visio, and Acrobat/Reader

HOW TO APPLY

Please follow the instructions below. Applications will be reviewed upon receipt and only completed applications will be reviewed.

For full consideration, candidates must provide the following items in one document:

1. Curriculum vitae/resume with at least three references.
2. A cover letter articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.
3. Transcripts showing date of degree conferral; Unofficial transcripts are okay

***Please email all documents to hr@cnsu.edu with the subject:
"Research Lab Manager - COM"**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.

**Due to the high volume of applications, once applied, please refrain from telephone calls, visits, faxes or emails directly. Should you meet the minimum qualifications and are selected for an*



interview, you will be contacted at that time. We appreciate your interest of employment with California Northstate University!