

Instructional Lab Associate, IB (9617C) - 27475 - 1060
University of California, Berkeley

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Job Title	Instructional Lab Associate, IB (9617C) - 27475 - 1060
Department	N/A
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 3, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
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Job Description

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About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance academic and artistic, political and cultural make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at

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[url=https://apptrkr.com/get_redirect.php?id=1643765&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: August 20, 2019

Departmental Overview

The Department of Integrative Biology (IB) is part of the College of Letters and Science. Its focus on biological integration and diversity encompasses the full spectrum of biological organization (e.g., from molecular to biosphere) for organisms ranging from viruses to plants and animals. The faculty represent a wide range of expertise, including paleontology, population genetics, physiology, anatomy, human biology and health sciences, and organismal, ecological, and evolutionary botany and zoology. The Instructional Support unit provides assistance to ~110 courses taught each year, with extensive services to approximately 23 lab courses, reaching over 8000 students annually. This position is responsible for the preparation of material and equipment, and for technical support associated with multiple biology laboratory courses, and in particular for Anatomy and Physiology courses.

Responsibilities

Teaching Laboratory Preparation, Set-Up, and Take-Down:

- * Move scientific equipment in and out of labs as needed and set-up equipment ready to be operated. Equipment includes microscopes, osmometers, metabolic equipment, treadmills, fluorometers, pH meters, sodium meters, and various measuring devices, analyzers, computers, etc.
- * Prepare and set-up demonstration and study material (including live plants and animals), anatomical models, dissection material, etc.
- * Prepare chemical solutions for class use: stains, buffers, media, etc.
- * Maintain a stock of glassware and other lab supplies required for setting up different courses.
- * Anticipate course supply needs and ensure that supplies and equipment are present in the classroom in the required quantities and in working condition for each laboratory section.
- * Replenish depleted supplies in between laboratory sessions and maintain cleanliness of work areas and classroom.
- * Break-down lab set-ups and clean labs after each lab exercise to prepare for the next course or lab section, which may include time before 8:30 AM or after 6 PM depending on course need.
- * Research and purchase teaching material or apparatus to meet the specific needs of the diverse courses (e.g., filters for respirometers or casts of fossils).

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- * Provide support to the faculty and/or GSI as requested based on the needs of the course.
- * Train faculty and GSIs in techniques for use of new equipment, preparation of chemical solutions, use of audiovisual equipment, preparation of animal and plant specimens, safety protocols, etc.
- * Collect, package, and dispose hazardous waste material through EH&S according to established protocols.
- * Maintain Standard Operating Procedure documents and associated records.

Maintenance of Invertebrate, Vertebrate, and Anatomical Specimens:

- * Maintain invertebrate, vertebrate, and gross anatomy teaching collections by replacing old solutions (e.g. 70% ethanol or 50% isopropanol) with fresh solution.
- * Replace broken or cracked specimen containers with new containers and fresh ethanol.
- * Add additional solution as needed to keep specimens submerged.
- * Replace old specimen labels as needed.
- * Gross anatomy teaching collections include human specimens (brains, lungs, hearts, etc.) and specimens from sheep, cows, or other animals (hearts, brains, etc.).
- * Work to ensure that safety practices are followed.
- * Assist with maintaining captive marine invertebrates in aquaria until they are returned. This includes monitoring water temperature, flow, protein accumulation, and salinity and feeding animals.
- * Prepare and repair aquaria, pumps and protein skimmers.
- * Assist with preparation and cleanup of gear and boat prior to and after each collecting trip.

Classroom/Equipment Maintenance and Inventory Control:

- * Perform cleaning, adjusting, calibrating, and minor repair of course equipment and arrange for more extensive service by outside vendors.
- * Move equipment between lab rooms and storage areas as needed and process obsolete equipment for disposal.
- * Maintain laboratory classrooms by washing countertops and stocking supplies such as paper towels, soap, chalk, etc.
- * Maintain equipment & specimen inventory records, adding new purchases when acquired and removing obsolete or broken items.
- * Assist Instructional Support Unit Manager with purchasing, record keeping, and other paperwork.

Technical Support, Digital Imaging Development:

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- * Provide technical support and troubleshooting assistance to instructors and staff with computers, audiovisual, microscopic, and other laboratory equipment.
- * Document and update preparation procedures, set-up diagrams and instructional support manuals.
- * Work with faculty and staff to develop digital images for courses.
- * Produce visual aids for labs using software programs such as Photoshop, Illustrator, Adobe Acrobat, and PowerPoint.
- * Work with faculty and staff to develop and/or maintain lab manuals and bCourses sites.
- * Stay current with biological instruction to improve presentation of class materials to keep pace with rapid developments in biological sciences.
- * Communicate and collaborate with instructors and staff to maintain ingenuity, imagination, and creativity with regard to class needs.

General Unit Support and Outreach:

- * Miscellaneous instructional support tasks assigned by supervisor or requested by Faculty, such as: photocopying, proctoring exams, processing multiple choice exams, overseeing student exam review, assisting with equipment loans, assisting with laboratory inspections or chemical inventories, purchasing, helping streamline tasks, creating signage, assisting with preparation for marine collections, providing back up help to other instructional support staff including plant collectors, general maintenance of classrooms, support rooms and conference rooms, key card issuance, etc.
- * Participate in CAL Day activities, commencement, and Departmental outreach programs.
- * Other miscellaneous support tasks for IB Courses and the unit as assigned by supervisor.

Required Qualifications

- * Extensive knowledge of biological science laboratory equipment, instrumentation, and exercises involving whole organisms.
- * Extensive knowledge of anatomy and physiology, including familiarity with all organ systems.
- * Knowledge of equipment to study physiology, such as metabolic carts, heart rate monitors, spirometers, electrodes and exercise equipment.
- * Knowledge of instructional support function and a combination of multi-disciplinary fields in Integrative Biology: such as physiology, anatomy, ecology, plant biology, marine biology, organismal biology, evolution or closely related disciplines.
- * Proficient computer skills including, but not limited to, use of Google docs & calendars, Word, Excel, Powerpoint, Course Management software and web authoring software/tools in a multi-platform

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environment (Adobe Creative Suite, Chrome, HTML).

- * Ability to become proficient with audiovisual production and to produce printed visuals or videos for teaching laboratories and webcasts.
- * Ability to recognize difficulties students and GSIs are having with a particular laboratory exercise.
- * Creative thinking, independent judgment, and critical analysis to provide suggestions regarding lab exercises, protocols or materials to faculty.
- * Demonstrated ability to be proactive, to work independently or as part of a team, organize work assignments, establish priorities, develop appropriate recommendations and solutions, and ensure completion of multiple projects to meet all deadlines.
- * Ability to manage time efficiently and coordinate efforts between walk-in requests, weekly in-lab preparations and longer term projects, such that course needs are met.
- * Ability to order and maintain supplies and equipment for specific laboratory instructional exercises and ensure their arrival for a particular lab period.
- * Ability to maintain a high level of lab cleanliness and organization.
- * Ability to maintain accuracy and careful attention to planning and detail.
- * Effective interpersonal, customer service and oral/written communication skills.
- * Ability to develop and maintain cooperative, effective working relationships with students, faculty and staff, including individuals from a wide variety of cultures and backgrounds.
- * Ability to accurately make chemical solutions and dilutions.
- * Ability to become familiar with and follow applicable lab safety procedures and requirements, as well as hazardous materials disposal guidelines.
- * Ability to develop instructional display materials, to assist in the production of audiovisual aids for teaching laboratories and to troubleshoot classroom A/V equipment.
- * Ability to work in the presence of cadavers and to maintain anatomical specimens.
- * Availability for occasional evening or weekend work.
- * Ability to lift up to 40 lbs.
- * Bachelor's degree and/or equivalent experience/training.

Preferred Qualifications

- * Advanced degree in Biology with an emphasis in physiology, anatomy, ecology, marine biology, plant biology, or a closely related discipline.
- * Familiarity with biology laboratory exercises in physiology, anatomy, ecology, plant biology, marine biology.
- * Experience handling live vertebrate or invertebrate organisms.
- * Familiarity with the UC Botanical Garden.

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- * Skill with power tools and working in maker spaces.
- * Knowledge or ability to learn the University organizational structure and administrative policies and procedures, such as purchasing.
- * Knowledge of safety and EH&S procedures, processes, regulations and policies.
- * Knowledge of department policies and procedures.

Salary & Benefits

This is a non-exempt, hourly paid position. Hourly rate is commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1643765&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Driving Required

A valid driver's license and DMV check for driving record is required.

Other Information

This is a part-time (30 hours per week), career position eligible for full UC Benefits.

This position is governed by the terms and conditions in the agreement for the Research Support Professionals Unit (RX) between the University of California and the University Professional and Technical Employees (UPTA). The current bargaining agreement manual can be found at:

[url=https://apptrkr.com/get_redirect.php?id=1643765&targetURL=http://ucnet.universityofcalifornia.edu/labor/units/rx/index.html]http://ucnet.universityofcalifornia.edu/labor/bargaining-units/rx/index.html

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make



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employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1643765&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1643765&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1643765]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.