

Research Laboratory / Office Manager (9602C) 13230
University of California, Berkeley

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Posted Nov. 24, 2020, removed Feb. 6, 2021

Job Title	Research Laboratory / Office Manager (9602C) 13230
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 24, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Research/Technical/Laboratory
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Job Description

Research Laboratory / Office Manager (9602C) 13230
About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its

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founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get_redirect.php?id=2085208&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=2085208&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=2085208&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=2085208&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=2085208&targetURL=https://strategicplan.berkeley.edu/our-strategic-plan\]](https://apptrkr.com/get_redirect.php?id=2085208&targetURL=https://strategicplan.berkeley.edu/our-strategic-plan)our Strategic Plan[\[url=https://apptrkr.com/get_redirect.php?id=2085208&targetURL=https://strategicplan.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=2085208&targetURL=https://strategicplan.berkeley.edu/).

Application Review Date

The First Review Date for this job is: December 7, 2020

Departmental Overview

The Brenner research group is an interdisciplinary research group, at the University of California, Berkeley. Our research has implications for diseases from cancer to Crohn's Disease, and the future of personalized medicine for all people. We have a dozen members ranging from undergraduates to senior researchers and the research group provides a dynamic, occasionally demanding, flexible, and supportive work environment. We are associated with the Department of Plant and Microbial Biology, the Department of Molecular and Cell Biology, the Department of Bioengineering, the Center for Computational Biology, and the Institute for Quantitative Bioscience at the University of California Berkeley. We are also affiliated with Lawrence Berkeley National Lab and the University of California, San Francisco. We have collaborations with researchers worldwide.

Responsibilities

The Brenner computational genomics research group is seeking a Research Laboratory / Office Manager. The Research Laboratory / Office Manager will play a key role in facilitating effective

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laboratory operations and research efforts for a cutting-edge genomics, computational biology, and bioinformatics research group.

- * Day-to-day management and requisition of laboratory materials and supplies, organization and maintenance of chemical and lab equipment inventories, and upkeep of the common laboratory including space safety procedures/protocols including for collaborative programs.
- * Routine information management, interfacing with department and service structures, outreach and website production, calendar maintenance, travel coordination, management of correspondence, and meeting schedules and retreats, including for collaborative programs.
- * Learn and employ standard laboratory and program management tasks including procurement and reimbursement, personnel appointments, and budget and grant preparation, management, review and reporting including for collaborative programs.
- * Production of weekly reports and recording of information in standardized forms.
- * Supervision of one or more undergraduate assistant(s) to perform routine tasks.
- * Depending on skills, preparation of reagents and buffers; equipment maintenance; scientific software development and graphics; editing of
- * research papers and grant proposals.

Required Qualifications

- * Excellent facility with all components of the Microsoft Office family and Adobe Creative Suite.
- * Able to work effectively with and respond to collaborators and other lab members and meet their needs.
- * Excellent organizational skills and attention to detail.
- * Ability to prioritize tasks and work independently.
- * Demonstrated fluent and facile command of written and spoken English.

Education/Training:

- * B.S. or B.A. degree, preferably in a biological science, computer science, and/or equivalent training or experience.

Preferred Qualifications

- * Previous experience using and maintaining standard molecular biology equipment such as PCR machines, microplate readers, and chemical inventories.
- * Previous experience with scientific data analysis and/or visualization, software development, script writing and web site development.

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* Authorship of published scientific papers, and scientific poster presentation experience.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience.

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

[url=https://apptrkr.com/get_redirect.php?id=2085208&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

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

Other Information

This is a full-time, career position.

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

[url=https://apptrkr.com/get_redirect.php?id=2085208&targetURL=http://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/index.html]http://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/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 employment contingent upon successful completion of the background check.

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

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about your rights as an applicant see:

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

[url=https://apptrkr.com/get_redirect.php?id=2085208&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/2085208]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.

Contact

N/A

University of California, Berkeley

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