

Laboratory Project Coordinator, Microbiome Center  
University at Buffalo, The State University of New York

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Posted Oct. 16, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Laboratory Project Coordinator, Microbiome Center
<b>Department</b>	Microbiome Center
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 16, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Research/Technical/Laboratory
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/45880">https://www.ubjobs.buffalo.edu/postings/45880</a>

**Apply By Email**

**Job Description**

Located in the University at Buffalo [School of Dental Medicine](#), the [Microbiome Center](#) is seeking applicants for a full time **Laboratory Project Coordinator** who will have the following major responsibilities:

- Coordinate development of microbiome projects including tracking of samples and data between collaborating laboratories and institutions
- Assist with nucleic acid extractions (DNA and RNA) applying various standard and customized protocols
- Assist with project budgets and invoices
- Assist with coordination and planning of Microbiome Center activities including scheduling of seminars and meetings
- Oversee laboratory equipment maintenance
- Assist the Principal investigator as required in various projects of the laboratory applying

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molecular biology and/or microbiology techniques

Work hours are typically Monday - Friday 9:00 a.m. - 4:30 p.m.

### **Outstanding Benefits Package**

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our UBF benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Contact Information**

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

### **Contact**