

Lab Assistant (9602C) - Engineering Research Centers  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238480>

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Posted Jul. 2, 2024, set to expire Oct. 30, 2024

<b>Job Title</b>	Lab Assistant (9602C) - Engineering Research Centers
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
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**Job Description**

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**Lab Assistant (9602C) - Engineering Research Centers**

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

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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 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 [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### Departmental Overview

The Alvarez-Cohen/Nelson/Sedlak/Pickering Research Groups consist of post- doctoral researchers, graduate students, and undergraduate students. These four groups conduct experimental water quality research in jointly managed laboratory facilities. The purpose of this position is to have a full-time presence to assist in the administration and research goals of the four research groups. This position ensures that the researchers can commit their full attention to their research projects; the incumbent provides for the efficient operation of the laboratory groups. This is achieved by the incumbent's two main responsibilities: general laboratory management (including safety, equipment, and supplies) and the incumbent's scientific research support of the ongoing laboratory projects.

The Lab Assistant provides lab management/administrative and research support to multiple Research Groups. Oversees the management of laboratory equipment and supplies which is critical for accomplishing research group goals. Ensures the efficient operation of the research groups and assists with group members' research projects.

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Application Review Date

The First Review Date for this job is: July 17, 2024 - Open Until Filled

Responsibilities

**25%**Oversee purchasing, receiving, storing, and distribution of laboratory supplies:

- Ensure laboratory supplies are available, monitor supplies, and reorder as needed.
- Process order requests from research group members, obtain purchase orders and submit orders to vendors.
- Research vendors to reduce purchasing costs and make purchasing decisions (with supervisor approval).
- Resolve problems with tracking orders, shipping, billing, and receiving.
- Train new researchers on the University's online purchasing system.

**25%** Manage Laboratory equipment maintenance of laboratory equipment:

- Ensure all equipment is in good working condition.
- Schedule and oversee inspections and maintenance of equipment.
- Maintain warranties for laboratory equipment.
- Monitor laboratory computers; install security updates and remove viruses.
- Monitor proper use of laboratory resources.
- Submit work order requests to the building manager.
- Develop and maintain standard operating protocols.
- Train new users on laboratory equipment.

**15%** Serve as laboratory safety officer:

- Ensure that all researchers are following the safety protocols properly.
- Maintain SOPs for laboratory work involving the use of hazardous chemicals or physical hazards.
- Verify proper forms are displayed in the laboratory.
- Coordinate, prepare for and host safety inspections.
- Create and maintain chemical inventory.
- Coordinate inventory/pickup of (bio)hazard waste.
- Ensure lab rosters are up-to-date and that all researchers are up-to-date with lab training.

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- Help groups apply for biological use authorization and radiological use authorization amendments.

### **15%** Perform scientific research in the area of environmental engineering:

- Develop new laboratory techniques using an understanding of chemistry, biochemistry, microbiology, or related areas.
- Review relevant scientific literature to assist in laboratory research
- Perform routine research that supports graduate student and postdoctoral researchers, including maintaining and optimizing experimental reactors, column studies, and other long-term research platforms; collecting samples; analysis of samples using sensitive analytical equipment ensuring proper technique to avoid contamination and use of appropriate experimental controls for quality assurance.

### **10%** Provide management of research groups:

- Maintain current email list and maps of the lab and office spaces
- Serve as point-of-contact between researchers and building manager
- Manage shared google drive folder for lab management.
- Provide onboarding and offboarding of new researchers and lab assistants.

### **10%** Laboratory clean-ups:

- Schedule regular cleanups of the laboratory.
- Delegate responsibilities to the research group, and follow up as needed.
- Communication:
  - Ensure the proper communication of incidents between active researchers.
  - Maintain a good working relationship with the building manager, dept. EH&S officer and other PIs in the CEE dept.
  - Maintain lab email listserv and Slack channels.
  - Maintain good communication with sales representatives.

### Required Qualifications

- Two years of water quality laboratory experience, including analytical techniques, troubleshooting equipment problems, general laboratory management, and sample analysis

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- Familiar with campus procedures (physical plant, purchasing); basic knowledge of campus laboratory safety protocols and procedures (OSHA).
- Experience with ordering supplies, contacting vendors, and processing purchase orders.
- Experience with general laboratory management and maintenance of critical laboratory equipment.
- Highly organized and detail oriented.
- Able to work and communicate well in an environment with graduate students and post- doctoral researchers.

### Preferred Qualifications

- Undergraduate degree in environmental engineering, environmental science, biology, chemistry, or related areas or equivalent experience.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$25.39 (step 1) to \$30.21 (step 5) hourly. This is a 100% FTE career position eligible for full benefits. This position is Non-exempt (eligible for overtime) and paid biweekly.

### 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

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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 about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### Contact Information

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

#### Contact

N/A

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