

Lab Manager (9611C), Innovative Genomics Institute -  
74268  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248630>

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Posted Nov. 11, 2024, set to expire Mar. 8, 2025

<b>Job Title</b>	Lab Manager (9611C), Innovative Genomics Institute - 74268
<b>Department</b>	Innovative Genomics Institute
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 11, 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 Manager (9611C), Innovative Genomics Institute - 74268**

**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 Innovative Genomics Institute (IGI) is a joint effort between the Bay Area's leading scientific research institutions, UC Berkeley and UC San Francisco, with affiliates at UC Davis, Lawrence Berkeley National Laboratory, Lawrence Livermore National Laboratory, Gladstone Institutes, and other institutions. The IGI's diverse group of leading scientists have powerful interdisciplinary expertise. They conduct world-class research, driven by the real possibility of using genome engineering to treat human diseases, end hunger, and respond to climate change.

In addition to our scientific efforts, the IGI is committed to advancing public understanding of genome engineering, providing resources for the broader community, and guiding the ethical use of these technologies.

### Position Summary

Under the general direction and with the Supervisor, the Lab Manager is responsible for the

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management and technical support of IGI Plant Genomics and Transformation Facility. Expected to contribute original ideas to the research program including producing materials for use in experiments, such as the introduction of DNA and RNPs into plants and regeneration of plants via plant tissue culture. Plant species could include tomato, and other model and non-model systems. Maintains experiments in growth chamber and greenhouse conditions; leads undergraduate students. Oversees inventory management, supply orders, maintenance and acquisition of laboratory equipment, and coordination of lab safety efforts. Handles inter-laboratory collaboration, including exchange of materials and information.

### **Application Review Date**

The First Review Date for this job is: 11/21/2024.

### **Responsibilities**

- Plan and execute experiments to generate transgenic/genome-edited plants and tissue culture lines, including; plant tissue culture/transformation, media making, subcloning, DNA extraction, PCR, gel electrophoresis, sequencing submission, bacterial transformations, genotyping.
- Contribute to collaborative projects and conduct original research to improve/expand transformation methods.
- Research involves consulting scientific literature, preparing plant donor material, making tissue culture media, performing transformations, and maintaining explants through various stages of tissue culture/transplanting to soil.
- Responsibilities include data collection and analysis, tracking the production of events, and transferring materials to collaborators.
- Independently determines best methods for plant transformation for a variety of species.
- Plant care to supply donor materials and pollination of plants.
- Regular planting, watering, pollination, transplanting, collection of donor materials, and other maintenance.
- Seed production and pest management as needed.
- Supervise undergraduate student(s) and provide technical training of IGI PGTF researchers and facility users.
- Provide training on equipment and supply usage, general laboratory maintenance, and experimental protocols as appropriate; guide research contributions.
- Maintain laboratory inventory & order research supplies.
- Monitor laboratory needs, purchase supplies through BearBUY and other vendors, receive packages and distribute/organize supplies.
- Monitor funds and coordinate with financial officers/analysts.

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- Acquire new equipment; coordinating service of equipment.
- Research equipment/maintenance options, acquire quotes for equipment and services, submit purchase orders, schedule and oversee maintenance appointments.
- Coordinate with building management and arrange IT assistance for technical issues.
- Serve as facility safety officer.
- Ensure that lab members have completed required safety coursework and trainings.
- Maintain safety documents and chemical inventories.
- Attend regular laboratory safety/management meetings.
- Handle disposal of hazardous and/or regulated waste.
- Label waste materials and schedule pick-ups.

### Required Qualifications

- Excellent interpersonal communication skills.
- Excellent organization skills (keeping track of schedule, paperwork, sample storage, and inventory).
- Excellent lab management skills.
- General computer skills (Microsoft Word, PowerPoint, Excel) for keeping track of results and sharing progress.
- Extensive experience with plant tissue culture, transformation, plant care techniques.
- Experience with standard molecular biology techniques: subcloning; PCR; electrophoresis; western blot; microscopy.
- Bachelor's degree in Biology, Biochemistry, Bioengineering, Molecular Biology, Cell Biology, or in a related area and/or equivalent experience/training.

### Preferred Qualifications

- Experience training and managing laboratory personnel.
- Experience serving as laboratory safety officer.
- Experience with alternative transformation techniques, e.g. biolistics and electroporation.

### Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

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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 annual salary that the University reasonably expects to pay for this position is \$77,805.02 (Step 9) - \$91,204.84 (Step 17).

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- 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 (UPTE). The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/rx/index.html>
- This is not a visa opportunity.
- This position is eligible for up to 5% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### 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.

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### **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 [https://apptrkr.com/get\\_redirect.php?id=5791832&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5791832&targetURL=U.S.EqualEmploymentOpportunityCommission) poster.

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

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

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### **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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