

Lab Assistant (9602C) - 76696
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253988>

Downloaded On: May. 1, 2025 6:40am

Posted Mar. 5, 2025, set to expire Jul. 1, 2025

Job Title Lab Assistant (9602C) - 76696
Department Integrative Biology
Institution University of California, Berkeley
Berkeley, California

Date Posted Mar. 5, 2025

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

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Department of Integrative Biology studies the evolution of life from molecular, functional, and ecological perspectives. Researchers in integrative biology work on organisms from across the tree of life, in the laboratory, field, and museums.

Position Summary

This position is one of three positions responsible for helping to coordinate and support a large General Biology course taught by up to 3 faculty and 40 lab instructors each semester. The incumbent must ensure that equipment needed to conduct lab experiments is prepared and functional. In addition, they must ensure that supporting materials are produced and delivered to students so students are provided with a high-quality educational experience. This involves working under the direction of faculty and the Lab Supervisor to troubleshoot lab and field experiments to ensure that they consistently yield the intended learning outcomes. The incumbent is expected to be able to work independently to resolve practical issues with experiments. They are also expected to suggest solutions to practical issues based on their knowledge and experience. Further, the incumbent is primarily responsible for setting up the laboratory for each section, including ensuring supplies and equipment are present in the instructional lab in the required quantities and in working condition. This task must be coordinated across multiple sections held simultaneously. They also support teaching by providing technical support, demonstrations, and troubleshooting problems with experiments, computers, audiovisual systems, and microscopic and other laboratory equipment. The incumbent provides administrative support to both the lecture and instructional lab components of the course. This includes managing the learning management system site (bCourses). The position works closely with the faculty instructors and faculty course lead to ensure the course is organized and students are supported.

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Application Review Date

The First Review Date for this job is: 03/17/2025.

Responsibilities

- Set up laboratories for each lab section, including preparation for the instructor prep meeting. This includes ensuring that all necessary supplies and equipment are available, properly organized, and fully operational prior to each lab session.
- Ensure materials, equipment, and protocols used in Bio IB lab experiments are tested, in working order, and meet the requirements of the scheduled experiments.
- If equipment or lab procedures do not work, employ knowledge and experience to suggest innovative improvements to experimental process and/or procedure.
- Provide questions and suggest modifications to laboratory documents (instructions, handouts, assignments, lab instructor materials) by established deadlines.
- Work collaboratively with course personnel to discuss and to make decisions related to student materials and lab logistics.
- Coordinate repair and or replacement of lab equipment as needed.
- Maintain maintenance of and ordering of supplies for lab activities and lab facilities.
- This may involve driving to collect materials or supplies as needed, ensuring all necessary items are available for each lab session and properly stocked in the lab.
- Provide written protocols for specific, hands-on lab experiments and activities to be conducted by students, if protocols are not clear or easy to follow, make suggestions for improvement.
- Meet with faculty instructors prior to each semester to confirm planned lab exercises and curricula, with goal of clear alignment of lecture and lab.
- Assist in managing and maintaining course materials on Canvas, ensuring that all content is up to date, accessible, and organized.
- Assist with the timely distribution of instructional materials to students.
- Working with the team to manage student requests for late work, lab make ups, and DSP accommodations.
- Provide lecture support to faculty by troubleshooting issues, uploading materials, and supporting live demonstrations.
- Proctor multiple evening exams throughout the semester.
- Assist in exam preparation and scanning in completed exams, ensuring that all exam papers are accurately scanned and properly organized for grading.
- Ensure that written documentation for each laboratory exercise is available to students in a timely and readily accessible manner.
- Assist staff Safety Lead with necessary regulatory inspections, waste disposal, and safety

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training.

Training and other duties, as required:

- Complete mandatory and other professional development trainings as required.
- Assist with projects or other duties as assigned.
- Help with Cal Day.

Required Qualifications

- Graduation from high school or a General Education Diploma and three years of laboratory experience or two years of college including courses in the natural, physical or social sciences and two years of laboratory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.
- Course coordination and organizational skills and/or experience.
- Excellent written and oral communication, including scientific writing.
- Attention to detail and ability to multitask.
- Grade management experience.
- Familiarity with learning management and grading systems.

Preferred Qualifications

- Bachelor's degree in Biology or related area and/or equivalent experience/training.
- Experience in general biology, with emphasis on evolution, ecology, and organismal diversity.

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

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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 hourly range that the University reasonably expects to pay for this position is \$25.39 (Step 1) - \$27.60 (Step 3).

How to Apply

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

Driving Required

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

Other Information

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:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/index.html>

- This is not a visa opportunity.

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.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

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"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

[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/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

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