

Laboratory Assistant (4722C), Molecular & Cell Biology -
76856
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254231>

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Posted Mar. 10, 2025, set to expire Jul. 1, 2025

Job Title	Laboratory Assistant (4722C), Molecular & Cell Biology - 76856
Department	Molecular & Cell Biology
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Administrative Support/Services
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Job Description

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Laboratory Assistant (4722C), Molecular & Cell Biology - 76856

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

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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.

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 Departments of Molecular and Cell Biology (MCB) and Integrative Biology (IB) together are among the largest academic departments at UC Berkeley. By several measures (including number of faculty and students, budget, and assigned square feet), these departments are larger than many UCB colleges and schools. The two departments represent over 100 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti and 11 HHMI professors); 55 Researchers and Specialists; 150 post-doctoral researchers; 270 graduate students; 100 department staff members; and total state and extramural payroll of approximately 1000 (including Graduate Student Instructors, Graduate Student Researchers and research staff). Financial resources include approximately \$55M in annual extramural funding (which accounts for over half of the total sponsored research awards in the College of Letters & Science) and over \$40M other fund sources. The department has 1,800 declared undergraduate majors (the largest majors on the Berkeley campus) and a total annual enrollment in classes of ~20,000. Department personnel are currently housed in eight buildings located in three widely separated parts of the campus.

Position Summary

The position supports Professor James Nunez and his laboratory primarily administrative tasks. The position will include managing safety trainings, reimbursements of laboratory expenses, ordering laboratory reagents and equipment and calendar management for the PI and lab members.

Application Review Date

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The First Review Date for this job is: 03/21/2025.

Responsibilities

Administrative Support for PI (50%)

- Manages PI grants, including budgeting monthly spending, funding projections, aiding PI with budgets for grant proposals, coordinating with research administrator on respective grant source usage for each purchase.
- Calendar management, including scheduling biweekly one on one meetings for PI and lab members, lab meetings and journal club management, booking conference rooms, PI travels to conferences and seminars.
- Email responsibilities, including responding to vendor requests, equipment service contracts and repair, scheduling requests to meet with PI, PO payments.
- Process reimbursements for PI, especially travel expenses.
- Prepare weekly lab digests that compile upcoming seminars on campus, lab business, research papers in the past week that are relevant to the lab (shared by lab members on Slack), and sending to the lab every Monday.
- Manages the lab's shared Google Drive that includes protocols, lab manual, and acquires presentation slides from lab members' group meetings.
- Prepares a list of letters of recommendation requests, formatting each letter for the intended program, and submitting the letters.

Lab Administration (20%)

- Books room reservations for lab member requests, such as thesis/qualifying exam committees, journal clubs, lab meetings. Calendar management for lab members and PI for scheduled regular meetings
- Process reimbursements for lab members, including weekly food purchases for group meetings, conference travels, research expenses.
- Prepares shipment labels for outgoing packages.
- Fills out paperwork for reagent requests from lab members, such as Addgene and cell line requests, and coordinating with the respective campus representatives for approval.

Purchasing and ordering (10%)

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- Places order requests for lab members at least 2-3 times a week.
- Manages the lab reagent request database, including ensuring that the requests have arrived and placed in the correct storage location.
- Acquires multiple quotes for each equipment request from vendors.
- Fills out the necessary paperwork for partial tax exemption.
- Critical task of ensuring that there are necessary funds for regularly used services, such as IDT, Plasmidsaurus, Elim Bio.

Onboarding lab members (10%)

- Sets up introductory meeting with new members to orient with lab resources, set up regular meetings with PI, necessary safety trainings, lab manual.
- Updates the roster for lab safety purposes (Labs at Berkeley), lab emergency contact list.

Required Qualifications

- Microsoft office (Word, Excel, PowerPoint, or related software).
- Google platforms (Calendar, Sheets, Documents, Data Storage).
- Organization skills (Protocols, Calendar, Inventory of orders).
- Communication skills (Work with PI and lab members regularly via Zoom meetings, emails, Slack).
- Attention to detail (proofreading letters of recommendation, grant paperwork).

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

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experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$29.63 (Step 1) - \$30.26 (Step 2).

- This is a 50%, part-time (20 hours), Career position that is eligible for UC benefits.
- This is a non-exempt, bi-weekly paid position.

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 Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.
- This position may be eligible for remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Misconduct

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.

"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:

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

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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](#).



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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

University of California, Berkeley

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