

Lab Research Supervisor 1 (6246U) - 76852
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254232>

Downloaded On: Mar. 12, 2025 7:25am

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

Job Title	Lab Research Supervisor 1 (6246U) - 76852
Department	Anthropology
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
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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 Anthropology has a teaching program consisting of 29 faculty, as well as a number of lecturers, visiting instructors, postdocs, and visiting students. The teaching program employs approximately 60 Graduate Student Instructors per year. The department has approximately 150 graduate students and offers Ph.D. degrees in Socio-Cultural Anthropology, Archaeology, and Medical Anthropology, as well as an MA degree in Folklore. The department has an operating budget of approximately \$10M, which encompasses the teaching program activities of 15 laboratories, the folklore program, administrative services, and a variety of research projects and working groups.

Position Summary

Oversees routine or non-routine laboratory maintenance and operations such as compliance, training, security, data collection management, development, purchase orders, and performance of technical protocols and procedures; collaborates with faculty to establish or renovate laboratories, work with campus capital projects and building managers for cost estimates.

Application Review Date

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

Responsibilities

Lab Operations Management:

- Oversees and maintains all shared lab facilities across the Department, teaching labs and departmental archaeological teaching collections.

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- Provides consultation on sourcing and budgeting for purchases in support of research and technical needs.
- Arranges regular lab materials recycling pickups (ex. hazardous waste collections, pipette tip boxes, nitrile gloves, Styrofoam).
- Sets up and manages the laboratory facility space in Anthropology controlled spaces with the assistance of the Building Managers, and lab PIs.
- Provides consultation for developing start-up requests and lab safety compliance for prospective/new faculty hires.
- Oversees the use of and maintenance of shared field teaching, and/or audio/visual equipment.
- Develops and maintains record-keeping system to monitor the check-out and return of any departmental equipment.
- Aids Lab Directors/PIs with data or collection management and storage.
- Conducts regular equipment inspections (cleans/decontaminates, tests, calibrates, and maintains instruments such as microscopes, refrigerators and freezers, 3Dprinter, calipers, drying ovens, hot plates, etc.) in shared labs and research labs (as requested by lab Directors/PI).
- Documents and shares standard procedures and protocols in shared in departmental repositories.
- Maintains and regularly updates the anthropology laboratory web pages.

Health & Safety/Regulatory Compliance:

- Liaison with Environmental Health & Safety (EH&S): Provide guidance and stay current on applicable UCB health and safety rules and regulations, training and reporting requirements, and standard operating procedures associated with laboratory and building safety.
- Arranges chemical waste and biohazard waste pickups with EH&S.
- Identifies hazardous conditions or operations in departmental spaces, determine safe procedures and c0- controls, and implement and ensure compliance with standard safety procedures.
- Provides consultation on the use of higher-risk materials, such as the use of particularly hazardous chemicals, biological agents, or radioactive materials, so that special safety precautions are taken.
- Develops, and maintains a chemical and hazardous material inventory for the shared laboratory facilities.
- As designated Laboratory Safety Representative, provides documentation by completing Appendix A of the laboratory Injury and Illness Prevention Program.
- Ensures laboratory personnel have access to and are familiar with the appropriate laboratory safety manuals (online Laboratory Safety Manual, Standard Operating Procedures, Biosafety, Radiation Safety).
- Attends quarterly EH&S meetings to keep up to date regarding campus-wide regulatory changes.

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- Provides consultation to laboratory personnel on how to work safely with hazardous materials and maintains electronic records of laboratory-specific training, including informing laboratory personnel of the location and availability of hazard information such as Material Safety Data Sheets.
- Oversees and maintains all shared safety equipment (e.g., emergency showers/eyewashes, fire extinguishers, first aid kits, etc.).
- Notifies EH&S and/or Campus Facilities Management as soon as possible should he/she become aware that workplace engineering controls (e.g., fume hoods) and safety equipment (e.g., emergency showers/eyewashes, fire extinguishers, etc.) become non-operational.
- Ensures appropriate personal protective equipment (PPE) (nitrile gloves, eye protection, lab coats, etc.) are available and regularly maintained (e.g. all lab coats are laundered at least once per quarter).
- Arranges purchase, repair, or replacement of shared teaching lab equipment.
- Assists faculty with the coordination of equipment repairs.
- Conducts annual inspections of all laboratory spaces and ensures that quarterly self- inspections are performed within the lab at least 2 weeks prior to inspections from EH&S, and ensures all corrective actions are completed, e.i, annual EH&S audit findings are addressed, documented and forms returned to EH&S.
- Ensures department/laboratory accidents and injuries are reported to Risk Management and EH&S promptly.
- Ensures serious injuries are reported to EH&S within 8 hours of the incident.
- Ensures availability of medical surveillance and/or medical consultation/examination for laboratory personnel, as required.
- Alerts facilities personnel, other non-laboratory personnel, and any outside contractors of potential lab-related hazards and how to mitigate these hazards when they are required to work in the laboratory environment.
- Maintains departmental emergency contact list.

Lab Facilities Management:

- Participate in planning and space utilization of teaching labs and laboratory support facilities.
- Organizes and maintains teaching labs, shared departmental spaces, shared equipment, and consumables, arranges or conducts weekly or monthly cleanings (floors swept, surfaces wiped); in high-use areas (e.g teaching and research labs).
- Liaisons with Department manager to facilitate the transfer of lab/office space; maintenance, removal and replacement of furniture.
- Identifies and communicates renovation needs, building maintenance and repairs.

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- Provides consultation for the re-design of lab spaces.
- Coordinates use of teaching lab spaces for multiple courses held during the same quarter in the same space.
- Oversees physical security of labs in the department; Responsible for storing and maintaining inventory of departmental keys, checking keys out to authorized persons, maintaining the key database and using the database to collect keys when employment or assignment ends; updates user lists for electronic locks and ensures that electronic locks are functional; places work orders for repair/replacement of electronic locks.
- Oversees distribution of lab department mail and receives and distributes shipments of parcels and equipment; tracks mis/undelivered shipments across campus; assists with outgoing parcels.

Anthropology Operations:

- Assists with financial and executive leadership with lab budgetary forecasting and planning, operational budgets, and procedure development and changes.
- Can assist in maintaining budget for their Lab directors, including allocation for resources and supplies as well as monitoring staff and benefits costs to not exceed the provided budget or to deal with overspending promptly.
- Provides lab-based course support by ensuring regular teaching lab and other teaching/seminar room upkeep and cleaning.
- Develops by-course budget for consumable course materials in collaboration with primary instructor; develops proposals for course fees, and submits annual reports of any associated course fees.
- Provides lab safety and lab facilities orientations for students requested by faculty and lecturers.
- May assist with instructional demonstrations of lab equipment use and experimental procedures.
- Manages and oversees security & loss control of teaching materials made available to students in teaching labs.

Department IT Services:

- Under general supervision operates and monitors all installed computer systems, network systems and ancillary equipment in accordance with established operating procedures, policies and production schedules.
- Utilizes proper diagnostic techniques and problem-solving skills to resolve the specific technical and/or equipment problems; document and provide detailed information about the action taken, and escalate problems to Division's IT manager as required.

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Required Qualifications

- Advanced degree in biology, chemistry or in related area and/or equivalent experience/training.
- Leadership skills associated with planning work assignments, establishing priorities and scheduling instructional space.
- Solid interpersonal skills to develop and maintain effective working relationships with students, faculty and staff.
- Knowledge of data acquisition and analysis techniques.
- Advanced knowledge of research discipline or instructional design to collaborate effectively with faculty and function as a resource to research and instructional associates.
- Knowledge of necessary lab safety procedures and requirements, as well as chemical disposal guidelines.
- Excellent organizational skills.
- Must be computer literate.

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Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly at an annual rate and is eligible for UC 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 annual salary range that the University reasonably expects to pay for this position is \$72,600.00 - \$100,800.00.

How to Apply

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

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Other Information

- This is not a visa opportunity.

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- This position is eligible for up to 20% 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.

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:

[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

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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/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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