

Lab Operations Assistant (4722C), Molecular & Cell  
Biology - 76949  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255673>

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Posted Apr. 15, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Lab Operations Assistant (4722C), Molecular & Cell Biology - 76949
<b>Department</b>	Molecular & Cell Biology
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 15, 2025
<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 Administrative Support/Services
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**Job Description**

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**Lab Operations Assistant (4722C), Molecular & Cell Biology - 76949**

**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.

The position provides organizational and administrative tasks that require coordination across lab members and across complex campus systems. The position will include ordering laboratory reagents and equipment, obtaining price quotes from vendors, establishing purchase order accounts, accomplishing reimbursements for laboratory expenses, and managing safety trainings and lab standard operating protocols.

## Application Review Date

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The First Review Date for this job is: April 24, 2025

## Responsibilities

- Purchasing reagents and equipment with consideration of the combination of their quality, cost, and necessary size. This often requires research comparing different vendors and requesting custom pricing and / or volume. Meticulous tracking is necessary.
- Administrative tasks for PI including managing calendars, travel, reimbursements, letters of recommendation, grant budgets and / or manuscript referencing software. Several different computer programs are required across these tasks, some of which require training to gain expertise.
- Administrative tasks for lab members including managing calendars, travel, reimbursements, letters of recommendation, schedule tracking and / or time sheet completion and review.
- Maintaining laboratory supply inventories and purchasing records over time. This responsibility includes estimating lab funding burn rate, which also requires knowledge of what the supplies are used for - general lab or individual project - to match projections to changes in laboratory personnel.

## Required Qualifications

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

### Education/Training:

- High school diploma 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.

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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 \$26.63 - \$30.26, Step 1 - Step 2. This is a non-exempt, bi-weekly paid position.
- This is a part-time (20 hours/week), Career position, that is eligible for full UC benefits.
- This position is on-site at the University of California, Berkeley.

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## How to Apply

To apply, please submit your resume and cover letter.

## SB 791 and AB 810 Misconduct Disclosure

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](#)

## Other Information

- This is not a visa opportunity.
- 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>

## 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](#)

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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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