

Lab Assistant (9601C) - Banfield Lab  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256180>

Downloaded On: Apr. 24, 2025 8:40pm

Posted Apr. 24, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Lab Assistant (9601C) - Banfield Lab
<b>Department</b>	Earth & Planetary Science
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 24, 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
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**Job Description**

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**Lab Assistant (9601C) - Banfield Lab**

**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

Earth & Planetary Science (EPS) researches the Biogeochemical process that occur in the biosphere and beyond. We are particularly interested in the role of microbes and their effects on these processes and developing tools to study them in their native environments.

The purpose of this position is to manage wet lab operations in close collaboration with the PIs and researchers. Responsibilities include maintaining a safe laboratory environment through personnel onboarding and enforcement of safety standards in line with UC Berkeley requirements; coordinating wet lab logistics; procuring equipment and supplies for both daily operations and specific research needs while ensuring grant expenditure control; and providing broader lab management. This role also supports researchers performing wet lab techniques and fieldwork.

### Application Review Date

The First Review Date for this job is: May 6, 2025 - Open Until Filled

### Responsibilities

**30%** - Wet lab management - point of contact for all wet lab functions, manage the higher level organization of the lab, and coordinating dynamic space requirements.

**25%** -Broad Logistics - managing communications across different mediums (slack, email), executing lab operations and logistics. This includes for example, coordinating with Research Administrator on budgetary responsibilities and ensuring grant expenditure control.

**15%** -Monitor inventory of laboratory reagents and consumables and keep track of supplies needed.

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Order supplies and equipment, as needed. Coordinate service requests and ensure payment of vendors/suppliers. Oversee expenditures and ensure fiscal responsibility.

**15%** -Lab Safety coordinator - writing and implementing SOPs and BUAs, ensuring university safety standard are being observed, and chemical waste is being properly disposed. Interacting with EHS for lab business. Provides personnel training, enforcement and training of safety standards in accordance with UC Berkeley requirements

**10%** - Research Assignment: Flexibility to support or lead a research project and carry out laboratory tasks as needed. This may include techniques such as phenol-chloroform nucleic acid extraction, preparing routine solutions or custom formulations for specific experiments such as ongoing bioreactor experiments, and other molecular biology or microbiology protocols.

**5%** -Assist with fieldwork, including preparation, execution, and storage of field equipment.

### Required Qualifications

- BS in natural sciences.
- Proficient in core molecular biology techniques, including gel electrophoresis, DNA/RNA extraction (e.g., phenol-chloroform), PCR, and microbial culturing.
- Demonstrated ability to implement and enforce lab safety protocols, write and maintain SOPs
- Experience tracking and managing laboratory inventory (including samples inventory), equipment, and data across multiple research projects over extended periods.
- Ability to lead, delegate, and coordinate independent tasks in a collaborative lab environment.

### Preferred Qualifications

- Ability to work in a BSL2 environment, including use of anaerobic chambers and biological safety cabinets.

### 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

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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 \$29.65 (Step 1) to \$32.51 (Step 3) hourly. This is a 100% FTE career position eligible for full benefits. This position is FLSA Non-exempt and paid biweekly.

### **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 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](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

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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](#).

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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