

Laboratory Instruction Lead Supervisor (6244U),
Department of Chemistry - 82030
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264382>

Downloaded On: Oct. 29, 2025 2:06am

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

Job Title	Laboratory Instruction Lead Supervisor (6244U), Department of Chemistry - 82030
Department	Chemistry
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Human Resources Finance/Investment Management
Apply Online Here	https://apptrkr.com/6665917

Apply By Email

Job Description

Image not found or type unknown



Laboratory Instruction Lead Supervisor (6244U), Department of Chemistry - 82030

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.

Laboratory Instruction Lead Supervisor (6244U),
Department of Chemistry - 82030
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264382>

Downloaded On: Oct. 29, 2025 2:06am

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

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.

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 Chemistry is one of the two departments that compose the College of Chemistry, covering twelve major areas of research. There are approximately 10,000 student enrollments in chemistry courses each year from both the Department of Chemistry and other departments all over campus.

There are approximately 400 graduate students enrolled in the PhD program at any one time with around 250 graduate student instructor appointments each year. The Department has 65 faculty members serving as regular ladder rank faculty, professors in the Graduate School, active emeritus faculty, adjunct professors, and full-time lecturers.

Position Summary

Instructional Support Unit (ISU) members are responsible for the administrative support of both lab and theory courses. Staff members enable the smooth delivery of courses by helping instructors with both administrative and practical aspects of course delivery.

The Instructional Support Facilities Supervisor oversees activities in finance and human resources and may also include IT, facilities or student services. General management includes long and short-range strategic planning in determining the mission and directing all activities of multi-disciplinary departments.

Laboratory Instruction Lead Supervisor (6244U),
Department of Chemistry - 82030
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264382>

Downloaded On: Oct. 29, 2025 2:06am

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

Application Review Date

The First Review Date for this job is: 11/04/2025.

Responsibilities

Position typically supervises laboratory instruction and instructional experiment design.

- Plans, develops and directs the activities of Instructional SRAs and/or laboratory assistants.

Performs staff and academic student employee (ASE) management activities to include recruitment, performance evaluations, scheduling and handling disciplinary issues for the ISU.

- Consults with enrollment, advising, and other stakeholders to assist Instruction Support Unit in determining course staffing needs.
- Works with Department's Graduate unit to ensure instructional support requirements are met.

Ensures regulatory compliance, typically for multiple and diverse laboratories, relative to safety; provides for staff and ASEs training in equipment use and safety protocols.

Consults with key stakeholders on campus to monitor and improve facilities, instructional safety, and waste disposal program.

- Serves as liaison and advocate for instruction needs pertaining to facilities improvement, campus safety policy, waste policy, and other college- or campus-wide regulations.
- Provides reports to campus stakeholders as needed to determine and advocate for needs in instruction.

Assists management with budgetary forecasting and planning, operational policy and procedure development and changes.

- Develops plans in decrease costs or increase revenues, including but not limited to raising funds through grant applications.
- Manages revenue generating instructional programs.
- Maintains MOUs or agreements associated with such programs.
- Assists department/college in new revenue generating opportunities in instruction while also maintaining core instructional programs.

Performs state-of-the-art, complex instructional experimental design in collaboration with academic

Laboratory Instruction Lead Supervisor (6244U),
Department of Chemistry - 82030
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264382>

Downloaded On: Oct. 29, 2025 2:06am

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

supervisors.

- Advises staff on the more difficult or challenging areas of instructional and experimental design.
- Ensures instructional lab activities meet quality requirements for scale-up and use in instruction.
- Develops an improved quality policy for deployed labs.

Directs full range of administrative services to all courses.

- Manages laboratory facility space scheduling for instructional activities.
- Monitors enrollments in all courses and adjusts sections to optimize enrollments.
- Projects future enrollment needs and develops and drives plans for future laboratory instruction support.

Required Qualifications

- Focus of knowledge and skills dependent on instructional experimental design.
- Knowledge of financial analysis and reporting techniques, human resources policies and procedures for staff and academic employees.
- Advanced knowledge of a wide variety of specialized laboratory equipment.
- Strong leadership skills associated with planning work assignments, establishing priorities, scheduling instructional space, and ensuring completion of multiple projects.
- Strong interpersonal skills to develop and maintain effective working relationships with students, faculty, campus leadership, and staff.
- Solid knowledge of data acquisition and analysis techniques.
- Solid interpersonal communication skills to effectively supervise all levels of staff.
- Proven ability to supervise staff, including providing development coaching as well as performance management.
- 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.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of and/or can quickly learn common University - specific computer application programs or equivalent knowledge.
- Advanced knowledge of a variety of administrative operations activates such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll,

Laboratory Instruction Lead Supervisor (6244U),
Department of Chemistry - 82030
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264382>

Downloaded On: Oct. 29, 2025 2:06am

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

and contracts and grants regulations and guidelines.

- Knowledge or experience in monitoring or advocating for facilities improvement.
- Advanced degree in related area and/or equivalent experience/training.

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 experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$95,000.00 - \$120,000.00. The full range for this classification is \$82,800.00 - \$149,800.00.

- This is an exempt monthly-paid position.

How to Apply

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

Other Information

- 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:

Laboratory Instruction Lead Supervisor (6244U),
Department of Chemistry - 82030
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264382>

Downloaded On: Oct. 29, 2025 2:06am

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Laboratory Instruction Lead Supervisor (6244U),
Department of Chemistry - 82030
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264382>

Downloaded On: Oct. 29, 2025 2:06am

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

,