UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Laboratory Manager, Institute for Immunology & Informatics (I-Cubed)

DIVISION: Academic Affairs (CELS: CMB)

REPORTS TO: Director and Co-Director of Institute for Immunology & Informatics

GRADE: 10

SUPERVISES: Lab Technicians

BASIC FUNCTION:

Perform day-to-day experimental activities. Maintain detailed up-to-date laboratory notebook, utilize safe laboratory protocols, and maintain lab in clean and high-functioning condition. Design and administer guidelines for data entry, conservation and collaboration. Coordinate and manage laboratory staff. Use professional concepts to contribute to the development of the lab technology base and to achieve objectives in creative and effective ways. Contribute to scientific literature.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Standardize protocols for cell culture, plated assays, media/buffer prep and other lab practices.

Responsible for lab safety training and emergency plans for lab personnel and interns.

Maintain guidelines for lab sanitation, as well as stocks of lab consumables and reagents.

Manage and perform day-to-day laboratory work in conjunction with lab personnel.

Coordinate schedule of all ongoing research projects and experiments.

Liaison with outside collaborators and animal facilities.

Work closely with Principal Investigators and the Lab Director.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.
LICENSES, TOOLS AND EQUIPMENT:

Standard personal computer software, including, but not limited to, relational databases, statistics, and spreadsheets.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree in Biotechnology; minimum of two years of experience in performing immunological challenge experiments on cultured human and human cells, and performing PBMC blood processing, including cell viability counting, and cell preparation for cryogenic storage; experience maintaining strict adherence to estimated timelines and budgets for project-related research; demonstrated experience in MHC Class II binding assays, ELISA, ELISpot and FACS; ability to organize, coordinate, and supervise support staff; strong communication (both oral and written) and interpersonal skills; ability to work with a diverse population. PREFERRED: Minimum of two years of experience in vaccine research.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.