

Job Code:.....100705
Position #: (PSA).... (E)
Developed by:..... AK
Reviewed by:.....DLJ
Approved by:..... LK
Date:.....04/14

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Plant Biotechnology Laboratory
DIVISION: Academic Affairs (CELS: CMB)
REPORTS TO: Director, Plant Biotechnology Laboratory
GRADE: 10
SUPERVISES: N/A

BASIC FUNCTION:

Provide leadership for the operation and day-to-day direction of the Plant Biotechnology Laboratory (PBL) administrative and business functions (including fiscal.) Manage personnel organization of the laboratory, as well as the preparation of written materials, including publications, patents, grant proposals and quarterly and annual reports. Provide oversight of and mentoring for the fiscal/administrative staff and functions for the PBL Center's projects, including development of budgets, procurement operations, financial reporting, and oversight of an annual budget averaging over \$12,000,000. Laboratory functions include oversight of laboratory management and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee all phases of the financial and laboratory administration of the PBL, including budgetary oversight of grants, overhead, foundation accounts, and the laboratory's collaborative programs/accounts. In collaboration with the PBL Director, perform strategic and financial planning, revenue projection, fundraising and grant writing. Develop complex, multi-year budgets for multi-million-dollar proposals for collaborative projects, and procedure all supporting documentation required by the funding agencies.

Serve as the Laboratory's primary liaison with the University's Office of Sponsored Projects and with the University's fiscal offices (Grant and Contract Accounting, Budget, Controller, Purchasing.) Communicate with Federal agencies (i.e., DOE, USDA, NIFA, etc.) and/or private foundations, such as the Gates Foundation.

Assist in the recruitment and hiring of scientific research assistants and associates, student interns and post-docs, and, once hired, provide them with in-person training of fiscal, contractual, and reporting requirements of the federal agencies.

Assist with a range of fiscal and administrative tasks involved in a project start-up, including but not limited to, implementing a human resource/hiring plan, assigning appropriate office and laboratory space, and acquiring equipment.

Assist in preparation of grant proposal audits of funded projects and prepare reports to federal agencies. Develop and implement a close-out plan for the completed projects.

Laboratory management responsibilities include development of embryogenic cell cultures for transgenics for various crop species, including, but not limited to, corn, rice, switchgrass, sorghum, turfgrass and Arabidopsis. Plan and perform plant transformation experiments in several species. Establish routine molecular analyses of transgenics in the lab, including collection and preparation of DNA, Southern Blot Analyses, PCR, gel electrophoresis, gel visualization and other techniques.

Assist with the instruction of students and staff on laboratory practices, including laboratory safety, protocol management, and SOPs, development of protocols for turfgrass, switchgrass, maize and rice genetic transformation protocols, maintenance of the organization of greenhouse and field grown transgenic plants.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties, s assigned.

LICENSES, TOOLS AND EQUIPMENT:

Laboratory equipment, computer software, personal computers, database management. Microsoft Excel.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Biological Science; Minimum of five years of professional experience providing laboratory, fiscal, and/or administrative leadership to an organization involved in agricultural biotechnology research; Demonstrated management of a Plant Biotechnology Laboratory; Demonstrated experience working with education and outreach for university undergraduate students; Demonstrated experience using Microsoft Excel to develop complex budgets; Demonstrated experience working with and managing grant funds from Federal and government agencies; Demonstrated experience with reporting across various project activity categories, deliverables, and budget maintenance; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work in a team environment with minimal supervision; and, Demonstrated ability to work with diverse groups/populations.

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