

Class Code:.0994-LVIP
Position#:(PSA) (E)...
Developed by:...AR, CM
Reviewed by:.....SG
Approved by:.....LK
Date:.....01/14

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Laboratory Manager, Institute for Immunology & Informatics (LVIP)
DIVISION: Academic Affairs (CELS: CMB)
REPORTS TO: Principal Investigator(s)
GRADE: 10
SUPERVISES: Lab Technicians and Interns

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 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, immunoassays, media/buffer prep and other lab practices.

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

Maintain quality checks on safety of laboratory, including biohazards, liquid nitrogen and CO2 levels, and insure maintenance of the facilities according to Good Laboratory Practices.

Maintain laboratory supplies inventory; anticipate needed supplies; place and expedite orders for supplies; verify receipt of supplies.

Maintain laboratory equipment performance; develop operations, quality, and troubleshooting procedures; arrange equipment replacement, service, and repair.

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

Independently perform complex virology, immunology, and molecular biology assays.

Present experimental results at scientific meetings; document experimental results and methods for publication and grant applications.

Coordinate schedule of all ongoing research projects and experiments.

Liaison with outside collaborators.

Work closely with Principal Investigators.

OTHER DUTIES AND RESPOSIBILITIES:

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 Biological Sciences; minimum of two years of experience as a senior laboratory technician, including one or more of the following: cell culture, ELISpot, flow cytometry, qPCR, western blotting; demonstrated experience in handling biosafety level 2 pathogens; demonstrated strong interpersonal skills, and oral and written communication skills; demonstrated ability to organize, coordinate, and supervise support staff; demonstrated ability to work with diverse groups.

PREFERRED: Demonstrated experience in viral immunology research; demonstrated experience in handling human blood or tissue specimens; demonstrated experience in documentation using an electronic laboratory notebook.

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