Core Lab Manager - 34659-1A

Updated: Apr 26, 2022
Location: UC Irvine Campus
Job Type:
Department: Biomedical Engineering

Job Opening ID: 34659
Reports To: Dean
Working Title: Core Lab Manager
Department: Biomedical Engineering
Bargaining Unit: RX
FLSA: Exempt
Payroll Job Code: 009612
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5, M-F
Employee Class: Career

Position Summary:

Founded in 1965, the Henry Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research and hands-on experience. The School’s aim is to unleash innovation, create opportunities and inspire ingenuity. The School’s faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments. Under the leadership of the Dean, the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society. Current research thrusts include Communications and Information Technology, Energy and Sustainability, Human Health, and Advanced Manufacturing and Materials.

Under the supervision of the Cardiovascular Innovation and Research Center (CIRC) Assistant Director and Faculty Director of the Core Lab Facility, the Core Lab Manager will manage the CIRC shared core laboratory, which includes cell and tissue culture, microscopy, and tissue mechanical testing facilities. This will include purchasing and stocking of core research supplies, ensuring operation of liquid nitrogen tanks, incubators, water baths, and similar daily use equipment. The Core Laboratory Manger will also provide initial cell culture training for new
CIRC trainees or rotating students. Training includes basic cell culture and aseptic technique, shared lab space orientation, and basic microscopy. Performs tasks including but not limited to: assisting with experiments; attending staff meetings; writing/updating/distributing lab protocols, SOPs, project plans/summaries/reports; preparing solutions; maintaining detailed paper and electronic records of study data; adhering to all experimental protocol and good laboratory practices; maintaining safety training and safe work procedures; lab maintenance including supply inventory, equipment maintenance, cleaning, organizing, and managing lab spaces and materials; and performing other duties as assigned. The Core Lab Manager must be able to work independently and as part of a team. Assist with CIRC events and administrative assignments.

The UCI Edwards Lifesciences Foundation, Cardiovascular Innovation and Research Center (CIRC) is an academic-based research and training center housed within the Henry Samueli School of Engineering at the University of California, Irvine. The center aims to accelerate advances in cardiovascular health and health equity.

SECTION 4: ESSENTIAL FUNCTIONS

I UNDERSTAND I AM RESPONSIBLE FOR ADHERING TO THE UNIVERSITY DEPARTMENTAL INJURY AND ILLNESS PREVENTION PROGRAM (SB 198 GUIDELINES) IN PERFORMING THE ESSENTIAL FUNCTIONS ASSIGNED ON THIS POSITION DESCRIPTION. I UNDERSTAND I AM RESPONSIBLE FOR INCORPORATING 1

1. Responsible for the management and maintenance of the CIRC shared core laboratory, which includes cell and tissue culture, microscopy, and tissue mechanical testing facilities.

2. Purchase and stocking of core research supplies, ensuring operation of liquid nitrogen tanks, incubators, water baths, and similar daily use equipment.

3. Provide initial cell culture training for new CIRC trainees or rotating students. Training includes basic cell culture and aseptic technique, shared lab space orientation, and basic microscopy.

4.
Assisting with experiments; writing/updating/distributing lab protocols, SOPs, project plans/summaries/reports; preparing solutions; maintaining detailed paper and electronic records of study data; adhering to all experimental protocol and good laboratory practices; maintaining safety training and safe work procedures; lab maintenance including supply inventory, equipment maintenance, cleaning, organizing, and managing lab spaces and materials; and performing other duties as assigned

10% 5

Assist with CIRC events and administrative assignments.

NIVERSITY SAFETY POLICIES AND PROCEDURES INTO MY JOB.

Compensation Range:

$54,589 - $60,295

Department Website:

https://engineering.uci.edu/dept/bme

Required:

Must have the ability to work independently and as part of a team. Ability to adhere to all experimental protocol and good laboratory practices. Ability to maintaining safety training and safe work procedures. Ability to effectively communicate verbally and in writing. Prior experience and/or coursework in biological experiments. Ability to develop and maintain effective working relationships with a wide range of stake holder including staff, faculty, students and external stake holders. Prior experience and/or coursework that demonstrates the ability to learn to write/update/distribute lab protocols, SOPs, project plans/summaries/reports. Ability to maintain detailed paper and electronic records of study data. Prior experience and/or coursework that demonstrates the ability to regularly conduct lab maintenance including supply inventory, equipment maintenance, cleaning, organizing, and managing lab spaces and materials.

Preferred:

Ability to learn to assist faculty, students, and researchers with experiments. Ability to perform other duties as assigned. Possess at least an associate’s degree. Two years of experience or a combination of education and experience. Possess a strong background in biology and biological techniques/ instrumentation.

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:
• Background Check and Live Scan
• Legal Right to work in the United States
• Vaccination Policies
• Smoking and Tobacco Policy
• Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.
• California Child Abuse and Neglect Reporting Act
• E-Verify
• Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - https://hr.uci.edu/new-hire/conditions-of-employment.php.

Closing Statement:

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. 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 categories covered by the UC nondiscrimination policy. We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming. UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu.