Lab Coordinator - 45969-1A

Updated: Nov 23, 2022
Location: Irvine-Campus
Job Type:
Department: Biomedical Engineering

Job Opening ID: 45969
Reports To: Principal Investigator
Working Title: Lab Coordinator
Department: Biomedical Engineering
Bargaining Unit: RX
FLSA: Non-Exempt
Payroll Job Code: 009613
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5
Employee Class: Career

Position Summary:

Founded in 2002, the Department of Biomedical Engineering (BME) is a diverse, fast-growing community of 31 faculty, dozens of professional researchers, 180 graduate students, and over 600 undergraduates. Together, with our dedicated and hard-working staff who support our educational and research missions, BME is tackling problems at the intersection of engineering, biology and medicine, with the goal of improving people’s health while driving the economic growth of our region, state and the nation. The BME administrative team is a collaborative, dynamic, creative, and collegial group of experienced campus professionals that partner with their academic colleagues to meet and exceed operational goals with a caring, family-oriented approach.

Under the supervision of the Principal Investigator, the Lab Coordinator maintains lab supplies, inventory, and equipment. The position is responsible for ordering and organizing consumables, arranging service of lab instruments, and keeping lab operating procedures streamlined and organized. The position supports the lab by preparing common microbial culturing media and molecular biology buffers, and curating genetic toolkits and lab stocks for the lab's rapid evolution methods and develop associated documentation. The position further assists the lab with molecular biology and sequencing protocols, by filing requests for materials from the lab,
by training new members in basic protocols, and by performing other lab and administrative support as needed.

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 UNIVERSITY SAFETY POLICIES AND PROCEDURES INTO MY JOB.

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<tr>
<td>20%</td>
<td>1</td>
<td>Maintain lab supplies, inventory, and equipment; this includes ordering and organizing consumables and arranging service of lab instruments.</td>
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<td>Prepare common microbial culturing media and molecular biology buffers and fill requests for materials from the lab.</td>
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<td>Curate genetic toolkits and lab stocks for the Liu lab's rapid evolution methods and develop associated documentation.</td>
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<td>Assist lab members and train new lab members in molecular biology protocols.</td>
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<td>Maintain, organize, and carry out common in-house lab sequencing pipelines.</td>
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Compensation Range:
$24.77

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

Required:

Ability to perform standard and sometimes repetitive molecular biology laboratory techniques. Skill and ability to follow general laboratory procedures and instructions. Skill and ability to develop and maintain laboratory procedures and accurate documentation. Effective knowledge and general use of lab equipment. Ability to effectively follow lab safety procedures. Ability to effectively maintain, order and organize lab tools, materials, and equipment. Ability to effectively communicate verbally and in writing with others. Ability to develop and maintain effective working relationships with a diverse population.

Preferred:

Experience with DNA sequencing pipelines, including NGS systems such as Nanopore sequencing.

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