Position:  Research Lead, Biology Department

DEPARTMENT:  BIOLOGY DEPARTMENT

IMMEDIATE SUPERVISOR:  Project Director

POSTING DATE:  October 12, 2015

CLOSING DATE:  Open Until Filled

SALARY:  Up to $15/hour, DOQ/E
          Full time
          Benefited position

EXEMPT STATUS:  Non-Exempt (hourly)

GENERAL NATURE OF POSITION:  Laboratory Lead in the Biology department, assigned to the Department of Biological Sciences at San Jose State University.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1) Conduct original research in alignment with the lab’s goals and existing projects
2) Train, direct, assign, oversee, and assist students regarding lab techniques and protocols, and proper use of lab equipment and adherence to safety considerations
3) Maintenance of Drosophila (fruit fly) genetic stocks.
4) Develop and maintain lab schedules for group meetings, lab maintenance chores, and assigned students and projects
5) Order lab and related supplies, and ensure adequate stock on hand

INTERPERSONAL CONTACTS:  Frequently interacts with students, faculty and staff at all levels, as well as vendors. May also interact with external collaborators.

QUALIFICATIONS:

1) Education and Experience
   A B.S. degree in Biology, Genetics, or a related field. Master’s degree in Molecular Biology or Genetics preferred.
   Previous experience working in an academic research lab (undergraduate experience acceptable).

2) Knowledge, Skills and Abilities required
   a) Knowledge of molecular biology techniques, including but not limited to qPCR and DNA extraction
b) Experience with complex genetic analyses

c) Experience with confocal microscopy

d) Full proficiency in use of computer equipment and software, including Mac operating system and Microsoft Office.

e) Strong organizational and planning skills.

f) Knowledge of and ability to operate essential laboratory equipment for molecular biology techniques, including qPCR and confocal microscopy

g) Knowledge of proper laboratory techniques in molecular biology techniques, including but not limited to qPCR and DNA extraction

h) Able to prepare and analyze data.

i) Able to follow written laboratory procedures.

j) Solid interpersonal skills. Must be able to establish and maintain cooperative relationships with those contacted in the course of the work. Must be able to multi-task and to work independently; organize and set priorities to meet deadlines. Must apply good, consistent judgment, including solid problem-solving skills.

3) Physical Requirements

   a) Must be able to sit or stand to operate a PC, including mouse and keyboard.

   b) Must be able to walk or sit for continuous periods throughout the day, with appropriate rest periods taken.

4) Complexity of Duties

   Works on a variety of projects, utilizing many different laboratory methods. Trains, oversees, and directs students in a variety of lab tasks. Interacts with vendors, faculty, and other staff to ensure the smooth day-to-day function of an active research laboratory.

SUPERVISORY RESPONSIBILITIES: The Laboratory Lead will provide day-to-day direction, assignments, guidance, advice and training to a team of student researchers in genetics and molecular biology.

APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.
San Jose State University Research Foundation  
Attn: HR/Job Code  
210 North 4th Street  
San Jose, CA  95112  
E-mail: foundation-jobs@sjsu.edu

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION  
The San Jose State University Research Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.