Position: Research Lead, Biology Department

DEPARTMENT: Department of Biological Sciences, SJSU

IMMEDIATE SUPERVISOR: Project Director

POSTING DATE: September 01, 2016

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 tasks and duties, 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 Bachelor of Science degree in Biology, Genetics, or a related field.
Master’s degree in Molecular Biology or Genetics preferred.

1-2 years’ 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 and meal 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.

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**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.

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**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, including the job description, may be obtained from the Research Foundation through its web site at [http://www.sjsu.edu/researchfoundation/open/index.html](http://www.sjsu.edu/researchfoundation/open/index.html). You may also obtain information in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). A formal application for employment will be required of all candidates who are selected for a personal interview. Please address your letter of interest and resume or application directly to:

Job Code______
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