

Laboratory Supervisor (6243U) - 73678
University of California, Berkeley

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Posted Oct. 17, 2024, set to expire Feb. 13, 2025

Job Title	Laboratory Supervisor (6243U) - 73678
Department	Integrative Biology
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Biology - General
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Department of Integrative Biology is a dynamic group of researchers answering important questions in evolutionary, ecological and functional biology in an interdisciplinary collaborative environment. IB shares rich connections with 4 natural history museums, and is a leading force in promoting field research and educational opportunities. We address problems relevant to human health and origins, the diversity of life, and biological interactions at all scales.

Position Summary

The Laboratory Supervisor for Biology 1B - General Biology course will oversee the daily operations of laboratory activities for a large cohort of approximately 700 students each semester and 200 students during the summer. This role requires a strong focus on supervision and management of lab operations, ensuring compliance with departmental standards, and effective stewardship of resources. The supervisor will lead a team made up of instructional support staff and work study students. They will provide guidance and support, and ensure that laboratory procedures align with organizational policies and educational goals. Additionally, the supervisor will serve as the primary point of contact for

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lab instructors, addressing their questions and resolving any issues that arise. They will also collaborate closely with faculty members teaching the lecture portions of the course and the Bio 1B Faculty Lead to troubleshoot and address any problems, ensuring cohesive and effective course delivery for the lecture and the lab.

Application Review Date

The First Review Date for this job is: 10/29/2024.

Responsibilities

- Provide support to the faculty and/or Lab Instructors as requested based on the needs of the course.
- May include managing the lab instructors bCourses site for lab materials and collaborating with faculty on developing and managing assignments on bCourse, student enrollment, assessments, and student accommodations with DSP.
- Supervise and schedules the activities of laboratory support staff, including lab set up, field work supplies and specimen collection.
- Ensures regulatory compliance relative to safety in Bio 1B Prep Lab and teaching labs; provides for staff training (including 20-25 lab instructors) in equipment use and safety protocols.
- Provides significant input to staff management activities including recruitment, performance evaluations and handling disciplinary issues.
- Coaches and mentor's laboratory support staff and entry to intermediate level associates.
- Oversees the proper collection, handling, and the storage of specimens to ensure their integrity and longevity.
- Additionally, ensures that laboratory equipment is regularly inspected, calibrated, and maintained according to established protocols to guarantee accurate and reliable results.
- Collaborates with the Bio 1B lecture faculty and the Bio 1B Lead Faculty to design and develop in instructional experiments that effectively complement and enhance the course curriculum.
- This involves creating and refining experimental protocols, ensuring that the experiments align with educational objectives, and integrating feedback to optimize the learning experience for students.
- Directs Lab Assistant in implementing changes that require altering current lab protocols.
- Reviews and assesses current procedures and equipment in the teaching laboratory, and recommends necessary adaptations or modifications to incorporate new techniques and advancements.
- This involves staying updated with the latest developments in laboratory practices, evaluating their potential impact on instructional effectiveness, and under faculty direction implementing

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- changes to improve the quality and efficiency of the laboratory experience for students.
- Coordinates and manages the scheduling of laboratory facility space to ensure its optimal use for instructional activities.
 - This involves organizing and allocating time slots for labs and student research projects, resolving schedule conflicts, and ensuring that all instructional activities have the necessary resources and facilities available.
 - Additionally, collaborates with faculty and staff to adjust schedules as needed to accommodate changes or special requirements.
 - Oversees or actively participates in the planning and management of laboratory inventory, including the assessment of current stock levels, identification of required materials, and procurement of supplies.
 - This involves developing and implementing inventory management strategies, coordinating with vendors for purchasing and ensuring that all necessary materials and equipment are available and in good condition for instructional activities.
 - Additionally, monitors inventory usage and adjusts purchasing plans as needed to maintain optimal stock levels and minimize disruptions.

Required Qualifications

- Familiarity with experimental protocols and laboratory equipment in the biological sciences involving whole organisms, especially plants.
- Medium to advanced proficiency of computer/productivity software in a multi-platform environment to email, create and modify photos, documents and spreadsheets, organize files and use of the internet to place orders and gather information essential to the position.
- Strong knowledge of using and maintaining microscopes.
- Solid leadership skills associated with planning work assignments, establishing priorities and scheduling instructional space.
- Knowledge of data acquisition and analysis techniques.
- Knowledge of biology or instructional design to collaborate effectively with faculty and function as a resource to instructional associates.
- Knowledge of necessary lab safety procedures and requirements, as well as chemical disposal guidelines.
- Solid interpersonal communication skills to effectively supervise staff.
- Strong abilities to conduct and report on scientific experiments and findings.
- Knowledge of necessary lab safety procedures and requirements, as well as chemical disposal guidelines.
- Flexibility in work time, which may include time before 8:30 AM or after 6 PM depending on

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course need.

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Familiarity with learning management systems (e.g. bCourses) to manage existing content and student work as well as experience designing and implementing new resources (e.g. quizzes, videos, pages etc.).
- Knowledge of safety and EH&S procedures, processes, regulations and policies.
- Knowledge of and/or can quickly learn the University organizational structure and administrative policies and procedures, such as purchasing.
- Advanced degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary that the University reasonably expects to pay for this position is \$72,600.00 - \$74,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

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Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the https://apptrkr.com/get_redirect.php?id=5729706&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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