

Lab Assistant (9602C) - 75457  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251794>

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Posted Jan. 17, 2025, set to expire May 16, 2025

<b>Job Title</b>	Lab Assistant (9602C) - 75457
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 17, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Research Scientist/Associate
<b>Academic Field(s)</b>	Biology - Molecular Biology - Developmental/Evolutionary Biology - General
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**Job Description**

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**Lab Assistant (9602C) - 75457**

### About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

The Department of Integrative Biology studies the evolution of life from molecular, functional, and ecological perspectives. Researchers in integrative biology work on organisms from across the tree of life, in the laboratory, field, and museums.

### Position Summary

The overall purpose of this position is to assist with administrative laboratory management duties and to culture microorganisms for research.

More specifically, the position will provide administrative support, including library searches, logging data into lab spreadsheets, ordering supplies and repairs, scheduling lab duties, filling out standard UC forms (e.g. reimbursement forms, chemical inventories, safety checklists), serving as lab safety officer, updating the lab website, and maintaining cultures of protozoans for research.

### Responsibilities

- Maintain cultures of two species of choanoflagellates and of a variety of species of protozoan predators.
- General Laboratory and Administrative Support including research library searches, logging data into lab spreadsheets.
- Ordering supplies, requesting lab repairs and ordering servicing or repairs of lab equipment, and filling out standard UC forms (e.g. reimbursement forms, chemical inventories, safety checklists);

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research and place orders for equipment and supplies).

- Computer Support (set up and perform all basic maintenance on lab computers; perform basic software/hardware upgrades, disk space management, and backups on a regular basis; resolve simple software/hardware problems, update and maintain web pages using basic HTML).

### Required Qualifications

- Familiarity with a broad range of Mac and Windows software (e.g. Word, Excel, Photoshop, Adobe Illustrator, Acrobat, Quicklime) and lab website updating (using HTML).
- Experience with library search tools (e.g. Biosis, Melvyl, Web of Science).
- Strong organization skills required
- Coursework in Biology or experience in lab setting.

### Preferred Qualifications

- Experience with R and Python.
- Experience with culturing microorganisms, and with marine invertebrates and/or some training in biology.
- Ability to work with lab personnel including undergrads, graduates, and postdocs.

### Salary & Benefits

This is a 18-month, non-exempt temporary position at 50% (20 hrs a week). This position is paid biweekly at an hourly rate and is eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [https://apptrkr.com/get\\_redirect.php?id=5936424&targetURL=](https://apptrkr.com/get_redirect.php?id=5936424&targetURL=)

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,

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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 hourly range that the University reasonably expects to pay for this position is \$25.39 (Step 1 - \$30.21 (Step 5).

### How to Apply

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

### Other Information

This position is governed by the terms and conditions in the agreement for the Technical Unit (TX) between the University of California and the University Professional and Technical Employees (UPTE). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/index.html>

Article 31.B.3.C. The funding for the position is "one time" funding, of eighteen (18) months or less.

[https://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/docs/tx\\_31\\_positions-appointments\\_2019-2024.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/docs/tx_31_positions-appointments_2019-2024.pdf)

- 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.

### Misconduct

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been

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subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[https://apptrkr.com/get\\_redirect.php?id=5936424&targetURL=](https://apptrkr.com/get_redirect.php?id=5936424&targetURL=)

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **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

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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=5936424&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5936424&targetURL=U.S. Equal Employment Opportunity Commission) poster.

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

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

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

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### Contact Information

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

#### Contact

N/A

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