

Lab Operations Assistant (4482C), Energy Biosciences  
Institute - 76003  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253690>

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Posted Feb. 24, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Lab Operations Assistant (4482C), Energy Biosciences Institute - 76003
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 24, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Sciences - General
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**Job Description**

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**Lab Operations Assistant (4482C), Energy Biosciences Institute - 76003**

**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 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.

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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 Energy & Biosciences Institute (EBI) is a research and development organization that brings advanced knowledge in biology, physical sciences, engineering, and environmental and social sciences to address problems related to global energy production and climate change. EBI represents a collaboration between the University of California, Berkeley, Lawrence Berkeley National Laboratory, and the University of Illinois at Urbana-Champaign. EBI's multidisciplinary teams collectively explore total-system approaches to problems that include the sustainable energy production. EBI will educate a new generation of students in all areas of energy and serves as a model for large-scale academic-industry collaborations. EBI has three areas of emphasis that are critical to its mission:

(i) Research; (ii) Education & Outreach; and (iii) Entrepreneurship.

## Position Summary

This position falls under the Entrepreneurship mission of the EBI and involves supporting the management and operations of the startup incubator and recharge analytical facility. The program spans two locations and encompasses various disciplines. Reporting to the EBI Program Manager, the main responsibilities of this role include ensuring the smooth functioning, organization, and cleanliness of lab spaces. Additionally, the role involves managing the instrumentation for EBI, which comprises a diverse range of routine and specialized lab equipment, such as instruments for molecular biology, cell biology, chemistry, protein biochemistry, analytical chemistry, imaging, and high-throughput methods (including robotics). There are approximately 40 separate technologies in total.

## Responsibilities

- Support the management and operation of the startup incubator and recharge analytical facility.

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- Perform daily scheduling, checks, and maintenance of lab equipment, ensuring proper documentation of service reports and developing maintenance Standard Operating Procedures (SOPs) and Preventive Maintenance (PM) schedules.
- Perform the services that are provided to the user in the recharge analytical facility.
- Provide backup support to the lab operations manager for tasks when necessary.
- Understand operational laboratory workflows and successfully balancing routines tasks and ad-hoc work.
- Communicating lab safety and tenant concerns to manager.
- Collaborate with others to maintain the labs in a state of readiness for safety inspections.
- Monitor, maintain, and manage freezers and incubators, including tasks such as temperature monitoring, issue logging, regular maintenance, and organizing freezer space as required.
- Comply with all laboratory safety protocols, including, but not limited to, use of personal protective equipment (PPE), proper laboratory techniques, disposal of hazardous waste.
- Tracking that tenant space used matches space leased.
- Monitoring and resupply of essential lab supplies such as gas tanks and general supplies.
- Assist the Manager in the implementation of new processes, systems, and SOPs/guidance.

### Required Qualifications

- Strong attention to detail, resourcefulness, and good organization skills.
- Must be proactive, able to self-initiate, and capable of working independently and as part of a team.
- Excellent written and verbal communication skills.
- Working knowledge of biological safety, chemical safety, and general laboratory safety.
- Time-management and multitasking abilities.
- Competency with computer skills, understanding basic IT Required concepts (hardware, software, basic networking), Google Suite.
- Skilled in practical, hands-on tasks.
- Able to lift 50 pounds.
- Bachelor's Science in related area and/or equivalent experience/training.

### Preferred Qualifications

- Passion for resolving instrument problems, sometimes through taking apart instruments.
- Familiarity with analytical equipment such as HPLCs, GCs, ICs, FPLCs, Lyophilizers, etc.
- A strong interest in laboratory operations, along with a genuine desire to help and support

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customers.

- Able to interact effectively with a wide variety of people at all levels.
- Ability to work inclusively and collaboratively with a diverse population.
- Masters in Science in related fields and/or equivalent experience/training.

### Salary & Benefits

This is an 18-month, non-exempt temporary position at 100% (40 hrs a week). This position is paid biweekly at an hourly rate.

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=6028382&targetURL=](https://apptrkr.com/get_redirect.php?id=6028382&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, 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 \$33.71 (Step 1) - \$35.77 (Step 4).

### Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

The automatic conversion to career status, as provided in Section B.2. above, will not occur when: b. The position into which the employee is hired is not an "ongoing" position, in that the position is

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established and funded for 18 months or less at any percent of time. In the event the position is funded beyond 18 months, the limited appointee shall be converted to career retroactive to the first of the month following attainment of 1,000 hours; except that nothing in this subparagraph precludes the University from releasing the limited appointee prior to the effective date of the funding extension.

- This is not a visa opportunity.

### 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 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:

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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 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=6028382&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6028382&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

University of California, Berkeley

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