

Chemistry Instructional Lab Night Shift Supervisor
(9612C), Department Of Chemistry - 78962
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258850>

Downloaded On: Jun. 30, 2025 9:58pm

Posted Jun. 30, 2025, set to expire Jul. 1, 2025

Job Title	Chemistry Instructional Lab Night Shift Supervisor (9612C), Department Of Chemistry - 78962
Department	Chemistry
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Chemistry - General
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Job Description

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Chemistry Instructional Lab Night Shift Supervisor (9612C), Department Of Chemistry - 78962

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.

Application Review Date

The First Review Date for this job is: 07/10/2025

Departmental Overview

The Department of Chemistry houses and supports UC Berkeley's chemistry curriculum and research.

Position Summary

The Chemistry Instructional Lab Night Shift Supervisor is a key member of a team of six stockroom supervisors responsible for supporting Department of Chemistry instructional lab operations. This role oversees evening laboratory sessions that serve over 300 students enrolled in General and Organic Chemistry courses and contributes to other instructional stockroom activities as needed. The incumbent works closely with fellow stockroom managers and coordinates with casual student Lab Assistants to ensure students have access to the necessary materials and equipment, provides technical support during lab sessions, monitor safety, and assists in maintaining and updating the chemical inventory. This position reports directly to the Lead Instructional Support Facility Manager.

Responsibilities

- Oversee stockroom operations during evening laboratory periods.
- Ensure compliance with applicable environmental, health, and safety procedures and regulations.
- Maintain and update chemical inventory.
- Provide routine instrument maintenance.
- Contribute to other stockroom activities, such as material preparation and testing, as needed.
- Verifies satisfactory operating conditions of the laboratory and ISF instrument and equipment as

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needed.

- Provides routine cleaning and maintenance of laboratory rooms and the restocking and distribution of chemicals, supplies, and equipment.
- Train support staff on instrumentation use, troubleshooting, and maintenance as needed.
- Provide scientific and technical assistance to students and GSIs (Teaching Assistants).
- Supervise instructional laboratory work when instructors are not present.

Required Qualifications

- Advanced chemical technical knowledge, for overseeing undergraduate chemistry labs.
- Familiarity with EH&S regulations, chemical management, and waste disposal regulations and procedures.
- Skills in judgement and independent thinking.
- Oral and written communication skills; interpersonal and presentation skills.
- Ability to communicate information in small and large group settings.
- Problem solving and organizational skills.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of staff, faculty, and student populations.
- Bachelor's degree in chemistry or related area and/or equivalent experience/training.

Preferred Qualifications

- Prior related experience.
- Advanced studies in chemistry or related field.

Salary & 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

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range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$60,245.54 (Step 1) - \$72,003.03 (Step 10).

- This is a full-time (40 hours/week), Career position that is eligible for full UC benefits.
- This is an exempt monthly-paid position.

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 Research Support Professionals Unit (RX) 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/rx/index.html>

- This is not a visa opportunity.

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](#)

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[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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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