

Lab Operations Assistant (4482C), Energy Biosciences
Institute - 68113
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=235250>

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| Job Title | Lab Operations Assistant (4482C), Energy Biosciences Institute - 68113 |
| Department | |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Apr. 26, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Research/Technical/Laboratory |
| Apply Online Here | https://apptrkr.com/5213689 |

Apply By Email

Job Description

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Lab Operations Assistant (4482C), Energy Biosciences Institute - 68113

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

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transformative opportunity it provides to a large and diverse student body; its public mission and 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

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.

Responsibilities

- Support the management and operation of the startup incubator and recharge analytical facility.
- Perform daily scheduling, checks, and maintenance of lab equipment, ensuring proper documentation of service reports and developing maintenance Standard Operating Procedures

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(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.
- Communicate 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. These tasks include temperature monitoring, issue logging, regular maintenance, and organizing freezer space as required.
- Comply with all laboratory safety protocols including, but not limited to, the use of personal protective equipment (PPE), proper laboratory techniques, and disposal of hazardous waste.
- Track that tenant space used matches space leased.
- Monitor 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.
- Proactive with the 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.

Education/Training:

- Bachelors in Science in related field 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.
- Strong interest in laboratory operations, along with a genuine desire to help and support

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customers.

- Ability to interact effectively with a wide variety of people at all levels.
- Ability to work inclusively and collaboratively with a diverse population.

Education/Training:

- Masters in Science in related field and/or equivalent experience/training.

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

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$28.30 - \$31.25.

- This is a 18-month, 100%, full-time (40 hours per week), limited (temporary) position that is eligible for UC benefits.
- This position is non-exempt and paid bi-weekly.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

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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 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.

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 [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/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

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

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Contact

N/A

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