

**Laboratory Research Manager**  
Carl R. Woese Institute for Genomic Biology  
University of Illinois at Urbana-Champaign

The Carl R. Woese Institute for Genomic Biology is seeking a Laboratory Research Manager to supervise and support multi-investigator research.

**DUTIES AND RESPONSIBILITIES:**

- Manage laboratory facility, space, and equipment scheduling
- Ensure regulatory compliance, including adherence to laboratory safety requirements, obtaining permits for controlled materials, safe disposal of biohazard waste, and maintenance of laboratory records
- Oversee and record equipment usage, training, maintenance, repair and service of standard and specialized laboratory instrumentation
- Maintain laboratory equipment performance by establishing quality standards and developing troubleshooting procedures
- Maintain records of laboratory protocols and recommend modifications and improvements to procedures and equipment as new techniques emerge
- Maintain laboratory productivity by monitoring and adjusting equipment usage, and resolving equipment and research staff conflicts
- Consult with laboratory researchers on the nature and objectives of research projects and attend research group meetings on a quarterly basis
- Promote new activities and collaborations between research groups through interactions with faculty, postdocs, graduate students and management
- Oversee and perform laboratory inventory planning and purchasing, including supplies and instrumentation
- Manage laboratory budget for service contracts and supplies
- Manage the receipt and distribution of experimental materials, including maintaining records of Material Transfer Agreements and handling shipment of biological materials
- Provide tours of the laboratory facilities for visitors and incoming researchers and staff
- Assist with training of undergraduate research assistants

**MINIMUM QUALIFICATIONS:** Candidates must have at least an MS degree in biology, biochemistry, chemistry, or related field with five years of laboratory experience. Advanced knowledge of specialized laboratory equipment and analytical protocols required. Management experience preferred. Solid interpersonal skills are required to develop and maintain effective working relationships with students, faculty, and staff. Requires a clear understanding of the vision of the EBI and current knowledge of the ongoing research projects within the institute.

Salary will be commensurate with experience and qualifications. This position is a 12-month, 100% time academic professional appointment with regular University benefits. The proposed starting date is negotiable after the close date.

Please create your candidate profile at <http://jobs.illinois.edu> and upload your letter of interest (including email address), resume and contact information for three professional letters of reference by November 2, 2016. Applicants may be interviewed before the closing date;

however, no hiring decision will be made until after that date. All requested information must be submitted for your application to be considered. For further information regarding the application procedures, you may contact Kim Johnson, kljohns@igb.uiuc.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

*Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability, or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. ([www.inclusiveillinois.illinois.edu](http://www.inclusiveillinois.illinois.edu)).*