The Carl R. Woese Institute for Genomic Biology (IGB) at the University of Illinois at Urbana-Champaign is seeking to hire a highly motivated Research Specialist/Lab Manager to work in the Microscopy Core Facilities and support Multi-Investigator in the Research Lab.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit http://go.illinois.edu/EEO.

The primary responsibility of this position will be a split position between the IGB Microscopy Core facilities and the lab manager for the 109 lab. As a core staff member, this position will train core researchers, maintain safety protocols and perform microscopy sample preparations. As a Lab manager this position will order supplies, onboard students and post-docs, and ensure the research safety in the lab.

MAJOR DUTIES AND RESPONSIBILITIES:

Research Specialist (50%)

- Train and support researchers to use optical microscopes and sample preparation equipment
- Assist the Director and the members of the team in developing new imaging methods
- Ensure the Core facilities are periodically cleaned and ensure compliance with research safety protocol
- Participate in outreach activities whenever possible
- Attend regular group meetings

Lab Manager (50%)

- 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 resolve issues as they arise
- Consult with laboratory researchers on the nature and objectives of research projects and attend research group meetings on a quarterly basis
- Oversee and perform laboratory inventory planning and purchasing, including supplies and instrumentation
- Manage laboratory budget for service contracts and supplies
- Provide tours of the laboratory facilities for visitors and incoming researchers and staff

POSITION REQUIREMENTS AND QUALIFICATIONS:
Education:

- **Required:** Bachelor’s in Biological Sciences
- **Preferred:** Master’s in Biological Sciences

Experience:

- **Required:** Five years of biological research lab experience
- **Preferred:** Ten years of biological research lab experience and management experience

Knowledge, Skills, and Abilities:

- **Required:** Ability to work in a research lab. Solid interpersonal skills to develop and maintain effective working relationships with students, faculty, and staff. Ability to train scientist to use optical microscopes. Effective organizational and communications skill. Ability to work with diverse groups – scientists, students, post-docs and faculty members.
- **Preferred:** Advanced knowledge of specialized laboratory equipment and analytical protocols required.

Salary: Commensurate with experience and qualifications

Appointmen Status: Full-time, 12-month academic professional appointment at the IGB. Qualified individuals will be eligible to receive vacation, sick, and personal leave; retirement through the State Universities Retirement System; and group health, dental, vision and life insurance.

Start Date: As soon as possible after the close date.

TO APPLY: Applications must be received by February 2, 2022 To apply, all candidates must submit an online profile through https://jobs.illinois.edu by the close of the posting period. Interviews may be conducted prior to the closing date; however, a hiring decision will not be made until after the closing date. Qualified candidates must upload a letter of which details qualifications noted above, resume and the names and contact information of three professional references. All requested information must be submitted for your application to be considered. Incomplete applications will not be reviewed. For further information about this specific position, Jacinda King (jking@illinois.edu). For questions about the application process, please contact 217-333-2137.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit Policy on Consideration of Sexual Misconduct in Prior Employment As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility.

University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.