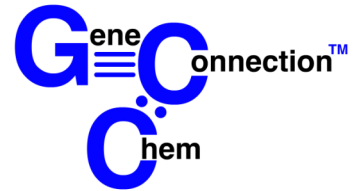




**GENE CONNECTION: CHEM CONNECTION  
JOB DESCRIPTION  
POSITION ANNOUNCEMENT**



**LABORATORY MANAGER / INSTRUCTOR**

**Application Deadline:** Dec 16, 2009 or until filled

**Position:** GCC Laboratory Manager and Instructor

**Salary:** Commensurate with qualifications and experience. \$49K - 60K at 100% FTE.

**Starting Date:** January 4, 2010 or earlier. Exact date and term of appointment negotiable.

Bay Area Biotechnology Education Consortium (BABEC) is seeking a Laboratory Manager / Instructor (LMI) to be responsible for the outreach program overseen by the Gene Connection: Chem Connection (GCC) partnership. This individual will report to the GCC Program Leader to work on the support of outreach projects to benefit teachers and students in San Mateo County.

**Work Location(s):** Primary: GCC labs and offices at Cañada College  
4200 Farm Hill Blvd., Redwood City, CA  
Occasional: Various high schools in San Mateo County  
GCC offices at San Mateo County Office of Education (SMCOE)  
101 Twin Dolphin Drive, Redwood City, CA

**Appointment:** 12 months full-time, 100% FTE  
Flexible workday equivalent to 40 hrs/wk, some evenings and weekends required

**About the Organization**

Founded in 1997 by regional biotechnology education outreach partnerships and supported by educators, scientists, community foundations, and philanthropists, BABEC is committed to assisting the classroom science teacher with resources, curricula, and professional development to enable hands-on laboratory experiences that reflect the advancing technological and bioethical developments within the biotechnology field. A 501(c)3 tax-exempt non-profit California organization, BABEC collaborates with some of the leading biotechnology and health companies in the world, including Genentech, Amgen, Life Technologies and LifeScan. As a leader in science education, BABEC networks with other outreach organizations and educational entities locally and internationally such as the Exploratorium, Bio-Link, BayBio Institute, the Tech Museum, Exploratorium, Resource Area For Teachers (RAFT), the Community College, University of California and California State University systems.

GCC is the San Mateo County local partnership in the BABEC consortium. Headquartered at Cañada College, GCC staff serves all high schools within San Mateo County including public, private and charter schools. Besides offering biotechnology support, it is an innovator in the BABEC family for supporting high tech chemistry and environmental science hands-on curricula.

**Position Description**

Under the direction of the GCC Program Leader, the Laboratory Manager and Instructor (LMI) will manage the overall lab and related facilities, supervise any adult or student lab interns, and be responsible for the maintenance of the GCC kits by coordinating the re-stocking, refurbishing, and preparing all requisite reagents, media, and other materials included in these kits. The LMI will also supervise and/or prepare any and all equipment and materials for any GCC workshops or sessions requiring equipment, materials, or supplies. In addition, s/he will set up or maintain a comprehensive kit and stock inventory system, plan and order all requisite items, and manage the GCC lab in an efficient and cost-effective manner.

As a lab instructor, s/he should be able to give mini-lab demonstrations or co-present lab procedures for teachers at their schools and/or workshop sessions. The LMI should be able to implement quality-control procedures for all reagents and media prepared for teachers' use and can trouble-shoot unexpected lab

results when consulted. S/he should be a compassionate, empathetic individual who understands the myriad challenges that classroom teachers encounter and the difficulties that may arise.

### **Required Qualifications**

- AB or BS Degree in biology, biochemistry, or chemistry
- At least 2 years of laboratory management or lab work experience

### **Desired Qualifications**

- Experience in working in an academic or industrial lab setting
- Experience in performing all requisite lab procedures and preparations
- Experience in establishing and/or maintaining an equipment/supply inventory
- Experience in supervising staff in a lab setting

### **Laboratory Manager Responsibilities/Tasks:**

- Manage and/or supervise a lab facility effectively and efficiently
- Supervise and/or manage any adult or student lab assistants/interns
- Coordinate the preparation of and prepare all requisite reagents for the various GCC labs
- Supervise and refurbish (cleaning, re-stocking, replacement, etc.) of all GCC lab kits
- Keep an extensive inventory of all reagents and equipment, including quantities and prices
- Manage and monitor the GCC laboratory budget for equipment, materials, and supplies; plan, order and inventory all new purchases
- Prepare paperwork for ordering equipment and supplies
- Learn and perform minor repairs of equipment, such as pipette re-calibration
- Assist in maintaining an ample back-up inventory of certain supplies, such as sterile media, and equipment
- Assist in maintaining an organized and user-friendly equipment/material inventory and labeling systems
- Organize and maintain cleanliness of all lab/storage facilities, including sinks, counters, etc.
- Maintain the equipment and be able to make simple repairs on basic equipment, such as gel boxes and micropipettes, etc.
- Establish safe and clean working laboratory working conditions and maintain HAZMAT training to insure compliance with federal, state and local regulations regarding the storage, use and disposal of hazardous materials

### **Laboratory Instructor Responsibilities/Tasks:**

- Plan and co-present with GCC staff, any GCC lab protocol in a workshop format for new or veteran GCC teachers.
- Prepare and set up for use, all equipment, materials, and reagents needed for any GCC workshop, conference or professional development session/ presentation
- Provide individualized technical support, upon request, for any GCC teacher
- Assist in developing new GCC labs and lab-related curricula
- Network and be willing to share expertise and experiences with other biotechnology education programs and projects.

### **School/Teacher Relations**

- Respond to teacher requests for additional materials in a timely fashion
- Assist in developing and maintaining a database management system that tracks all GCC participating schools, teachers, and students
- Monitor kit deliveries to schools, including replacing supplies per school inventory sheet and tracking down missing equipment
- Assist in maintaining the latest versions of the GCC master database and contact lists (including GCC listserv, lead teacher and new teacher lists, newsletter mailing list, etc.) and any blogs, wikis, etc.

### **Other Duties/Responsibilities**

- Maintain timely and effective communication with all GCC staff, including the GCC Program Leader and Program Administrator
- Assist in the preparation of various types of financial reports, such as monthly lab budget updates and/or current per kit or per student cost figures
- Contribute information and/or data to GC grant proposals
- Attend GCC staff and steering committee meetings, and other GCC-related activities, as requested
- Collaborate and communicate effectively and in a timely fashion with other GCC staff, steering committee members and with all GC teachers, vendors, and others
- Be an enthusiastic, collaborative and supportive GCC team member
- Perform other job-related duties as assigned by the GCC Program Leader and/or Program Administrator

### Knowledge, Skills & Abilities

#### *Knowledge of:*

- Basic biotechnology laboratory procedures for various lab activities, such as recombinant DNA and/or PCR and/or bacterial transformation labs
- Federal, state and local safety policies, procedures and regulations related to laboratory safety/cleanliness and, disposal of hazardous materials.

#### *Skill in:*

- Effectively plan and prepare kits of equipment, materials, and supplies
- Basic budgetary and fiscal procedures; detailed electronic and manual record keeping
- Following detailed and/or highly technical oral and/or written instructions.
- Tactfully and empathetically communicate and work with individuals from diverse cultural or socio-economic backgrounds

#### *Ability to:*

- Work collaboratively and effectively with others
- Communicate effectively both orally and in writing
- Manage schedules and time lines; meet deadlines
- Prepare and maintain various reports, records and files
- Work independently and exhibit initiative, with little guidance or specific directions
- Plan and organize work on a daily, weekly, monthly and yearly basis

### **Compensation & Benefits**

In addition to competitive salaries, BABEC offers flexible benefit plans with pre-tax elections which include: Medical and Dental insurance, Social Security, Long-term Disability, flexible vacation days

Funding and support for this BABEC position is the responsibility of GCC. This may include a GCC-site office, cubicle or desk space with shared computer, phone, email, and fax access, plus access to a laboratory and necessary equipment for developing, preparing and testing lab protocols. Equipment similar to that used in the schools should be used whenever possible. BABEC will serve as the HR employer of record and provide necessary and required insurance, benefits and liability.

### **Application Procedure**

An employment application is available online at <http://www.babec.org>. **Completed applications with letter of interest and resume or curriculum vitae may be mailed to:**

**Dr. Katy Korsmeyer  
SCCBEP/BABEC  
San José State University  
One Washington Square  
San José , CA 95192-0101**

**Or emailed to <[kuokaty@scientist.com](mailto:kuokaty@scientist.com)> (Word or PDF) with signature on application.**

Applicants will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only those candidates most qualified will be invited to an interview. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview.

**Policy of Nondiscrimination on the Basis of Disability and Equal Opportunity Statement**

BABEC does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Persons with disabilities who might need accommodations during the application and selection process should contact Katy Korsmeyer at 408.924.4814; or in writing at the address listed on the job announcement as soon as possible after filing the application.

**Minorities, Women, and Persons with Disabilities are Encouraged to Apply  
BABEC is an Equal Opportunity Employer**