

Proposed Title: Lab Manager/Senior Research Assistant
Department: Biomedical Sciences

Basic Function: Will perform managerial and administrative duties in running the laboratory in addition to performing experiments for grants and contracts obtained by the PI.

Characteristic Duties & Responsibilities:

1. Maintaining receipts and overseeing laboratory spending, making budget decisions regarding ordering supplies (e.g. animal orders, laboratory supplies) upon consultations with the PI.
2. Acting as a supervisor for the PI's UNE purchase card.
3. Ordering laboratory supplies and keeping inventories. Making sure the laboratory supplies are organized and properly labeled for use (e.g. surgery supplies) and checked for expiration dates.
4. Overseeing IACUC protocols, making sure they are up to date and that all procedures performed in the laboratory are approved. Adding amendments for new studies, adding new laboratory personnel, or increasing animal numbers when necessary.
5. Overseeing proper training of all laboratory personnel in experimental procedures and ensuring that the laboratory and all personnel are compliant with safety, risk management, including filing of appropriate paperwork and safety certificates for each person (employee or volunteer) working in the laboratory.
6. Performing various experimental protocols including collecting data, entering and analyzing data, and graphing data for presentation in posters, and Powerpoint presentations.
7. Assisting with manuscript and grant preparations.
8. Setting up/scheduling rooms for laboratory meetings and visiting speakers when necessary.

Specific requirements (check those that apply)

- ✓ Understands and complies with MSDS and HAZCOM procedures and policies as part of UNE's comprehensive OSHA compliance program

Understands and complies with the Department of Transportation (DOT) regulations. Successfully completes DOT training with 90 days of the hire date.

- ✓ Understands and complies with OSHA's blood borne pathogen standard (29 CFR 1910.1030) and chapter 8 of the University of New England safety manual.
- ✓ Understands and complies with OSHA's requirements (29 CFR 1910) for personal protective equipment (PPE) as defined by the university's chemical hygiene officers, the environmental health and safety coordinator (EHSC), the supervisor and chapter 17 of the University of New England safety manual
- ✓ Understands and complies with RCRA standards. Successfully completes initial training for hazardous waste handling within 90 days of the date of hire.

Successfully completes radiation safety training with 90 day of date of hire

Everyone gets these:

- ✓ Completes University new employee orientation and sexual harassment training within 30 days of the date of hire.
- ✓ Understands and complies with the University of New England Safety Manual.
- ✓ Performs other related duties as assigned.

Supervision Exercised: Oversees undergraduate and graduate students working in the PI's laboratory.

Supervision Received: Dr. Lei Lei

Qualifications:

(MINIMUM level of education if applicable) The applicant must have a Bachelor's Degree in Molecular Biology, Medical Biology, Neuroscience, or related field. The applicant must possess at least 3 years of relevant experience in laboratory research, data collection, analysis and presentation. Additionally, the applicant must have experience training students, adhering to general lab safety and biosafety practices, and performing administrative duties such as ordering laboratory supplies, maintaining records (invoices, training certificates, etc).

ANNUAL TRAINING REQUIREMENTS

- ✓ Fire Safety
- ✓ Sexual Harassment
Code of Conduct
- ✓ Ergonomics
- ✓ FERPA
- ✓ Red Flag

**Requirements for Specific
jobs (indicate all that apply):**

<input checked="" type="checkbox"/>	Ergonomics	<input type="checkbox"/>	Human Subject Research
<input checked="" type="checkbox"/>	Blood borne pathogens	<input type="checkbox"/>	Golf Cart
<input type="checkbox"/>	First Aid	<input type="checkbox"/>	IATA (Air Shipping Dangerous Goods)
<input checked="" type="checkbox"/>	Formaldehyde	<input type="checkbox"/>	Integrated Contingency Plan
<input type="checkbox"/>	Hazardous Communication	<input type="checkbox"/>	Ladder Safety
<input checked="" type="checkbox"/>	Hazardous Waste	<input type="checkbox"/>	Lockout/ Tagout
<input checked="" type="checkbox"/>	Laboratory Safety	<input type="checkbox"/>	Machine Guarding
<input checked="" type="checkbox"/>	Personal Protection Equipment	<input type="checkbox"/>	Manifest Signing
<input type="checkbox"/>	Asbestos Awareness	<input type="checkbox"/>	O&M Asbestos Initial
<input type="checkbox"/>	BBP-Spill Kit	<input type="checkbox"/>	O&M Asbestos Refresher
<input type="checkbox"/>	CPR	<input type="checkbox"/>	Oil Spill Prevention Control
<input type="checkbox"/>	Confined Space	<input type="checkbox"/>	USA Patriot Act
<input type="checkbox"/>	Electrical Safety	<input type="checkbox"/>	Radiation Safety Officer
<input type="checkbox"/>	Fork Lift	<input checked="" type="checkbox"/>	Respiratory
<input type="checkbox"/>	HIPAA	<input checked="" type="checkbox"/>	Radiation Safety
		<input checked="" type="checkbox"/>	Universal Waste