

Laboratory Coordinator and Safety Manager

UCR School of Medicine

Part-time - 20 hours/week—\$19/hour

The UCR School of Medicine is seeking a motivated individual to assist in establishing and equipping laboratories in the School of Medicine Research Building for new faculty who are joining our team.

Description of duties:

- Work with the SAD, Academic Affairs and Research to outfit newly established laboratories for new School of Medicine faculty, in support of their research programs.
- Research options and purchase a wide variety of equipment, supplies and materials for newly created, large and complex research laboratories.
- Install and set-up equipment and materials, stock supplies.
- Establish and maintain equipment inventory; assignments.
- Maintain equipment or arrange for proper maintenance.
- Work with Environmental Health and Safety in establishing appropriate safety protocols, procedures and processes. Ensure safety equipment is working properly. Create and deliver safety training as needed to new faculty and employees working in the SOM Research Building.
- Assist faculty in relocation and set-up of research laboratories.
- Work closely with Research Administrator to ensure proper funds are used, and within budget.

Requirements:

- Bachelor's degree in a science field; experience working in a laboratory setting and/or use of laboratory equipment.
- Ability to troubleshoot problems, issues and recommend solutions.
- Strong oral and written communication skills
- Computer proficiency using online systems, databases, and MS Office products.
- Ability to train others on the proper and safe use of laboratory equipment.
- Ability to effectively manage multiple projects simultaneously, and meet deadlines.
- Ability to exercise sound judgment.
- Knowledge of UCR business systems, policies and procedures is preferred.

The UCR School of Medicine, the first public medical school in California in more than 40 years, is committed to training a diverse physician workforce for Inland Southern California region and to developing research and health care delivery innovations that improve the health of medically underserved populations. We invite you to share in the excitement of being part of an emerging medical school which will have widespread impact on the health of Inland Southern Californians.

Please email your resume and a letter of interest to mela.fezzey@ucr.edu by Wednesday September 12th.