**Manager, Research Operations**University of California-San Francisco

Description:

This is a **Manager of Research Operations Position within the Centers for Functional Genomics and Advanced Technologies** at the University of California, San Francisco. The Center for Advanced Technologies is seeking a skilled and highly organized Operations Manager to help develop a new Center for Functional Genomics and Advanced Technology Hub. This position is primarily a research manager function and includes numerous technical, organizational, and leadership skills and will play a vital role in managing grants and other large research projects. The ideal candidate should have the ability to work in a fast-paced environment, multi-task, be extremely well-organized and comfortable learning advanced technologies.

Responsibilities:

* Manage laboratory operations for a laboratory of 20+ postdoctoral fellows, graduate students, technicians, and collaborators.
* Organize laboratory policy concerning equipment, personnel and budgets and will have primary responsibility for biosafety and animal protocols.
* Work closely with the PI to conceptualize, write and submit grants and manuscripts and will take responsibility to manage reporting requirements.
* Coordinate across all UCSF service departments and Research Administration to carry out these responsibilities and collaborate with scientists to assess short and long-range needs regarding research technologies and facilities.
* Supervise central laboratory needs, including central purchasing, receiving, and storage/biobanking.
* Chief operations manager for a broad range of cellular and genomics centric research instrumentation; this includes teaching and operations management.
* Coordinate with human resources and research scientists to screen and onboard new personnel prior to making recommendations to the PI.
* Manage existing and new membership within the Advanced Technologies Hub
* Training new users on a variety of instruments or scheduling training with a company for such purposes
* Troubleshooting errors in technologies and contacting the appropriate resources for repair
* Advising researchers on the availability and feasibility of technologies for their experiments
* Coordinating demos of new technologies for members of the collective
* Procuring new technologies to enrich the overall quality of research at Parnassus
* Perform other duties as assigned

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Required Qualifications:

* Specialists appointed at the junior rank must possess a baccalaureate degree (or equivalent degree) in the biological sciences, biomedical engineering sciences, or any related science OR must have at least 4 years of research experience.
* Specialist appointed at the Assistant rank must possess a master’s degree (or equivalent degree) in the biological sciences, biomedical engineering sciences, or any related science OR must have at least 5 years of research experience.
* Specialist appointed at the Associate rank must possess a master’s degree (or equivalent degree) in the biological sciences, biomedical engineering sciences, or any related science OR must have at least 5-10 years of research experience.
* Knowledge of and experience with basic molecular biology protocols: PCR, DNA sequence analysis and cloning; maintenance of accurate notebooks and computer files. Analytical skills and comfort with basic statistics a plus.
* Familiarity with computer systems and troubleshooting
* Basic understanding of sequencing technology, flow cytometry, DNA/RNA quality analysis,
* Strong organization skills, the ability to multitask, and independence with minimal supervision.
* Good communication and interpersonal skills in a lab setting coupled with a willingness to seek out advice and admit errors; highly motivated to succeed

Preferred Qualifications:

* PhD or equivalent years of experience
* Knowledge and experience with cutting-edge sequencing and cell based technologies
* Direct supervisory experience
* Teaching experience

*Equal Employment Opportunity: The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.*