Laboratory Manager
San Francisco, CA

Howard Hughes Medical Institute (HHMI) is an independent, ever-evolving philanthropy that supports basic biomedical scientists and educators with the potential for transformative impact. We make long-term investments in people, not just projects, because we believe in the power of individuals to make breakthroughs over time. HHMI scientists have radically advanced the understanding of cells, the brain, the immune system, the development of organs, and how to treat many diseases. Founded in 1953 by aviator and industrialist Howard R. Hughes, HHMI is headquartered in Chevy Chase, Maryland, and employs more than 2,500 people across the U.S.

At HHMI, you are not just an employee – you are a part of a creative and talented team with colleagues whose expertise ranges from biomedical research to investment management, from information technology to law. We encourage collaborative and results-driven working styles and offer an adaptable environment where employees can do their best work. As HHMI scientists continue to push boundaries in laboratories and classrooms, you can be sure that your contributions while working at HHMI are making a difference.

We are currently seeking a self-motivated and highly organized Laboratory Manager to support the lab of Dr. Zachary Knight at the University of California, San Francisco (UCSF) in San Francisco, California. The Knight lab’s research investigates fundamental questions related to the nature of physiological homeostasis, addressing the basic biology of hunger, thirst, and thermoregulation. To answer these questions, we rely on a combination of chemogenetics, optogenetics, and calcium imaging to study in real-time the patterns of neural activation associated with feeding and thermoregulatory behavior. For more information about our work, visit https://knightlab.ucsf.edu/.

The Laboratory Manager is a dynamic, flexible role that supports Dr. Knight with managing the research group of 15-20 people and is focused on university compliance, lab organization, and management of technical staff. In addition, this position will have some time reserved (up to 50%) to contribute to other aspects of the lab’s research, such as helping to manage the mouse colony or contributing to experiments in collaboration with others in the group. The research component can be structured flexibly to match the chosen candidate’s background, interests, and skills. This would be an excellent position for someone who enjoys working in a lab and has a strong interest in a longer-term position that includes more administrative responsibilities and the opportunity to grow professionally as an integral member of the team.

Responsibilities

- Maintaining common lab equipment and ensuring all lab members have access to equipment calendars.
- Troubleshooting and training new users on specialized instruments.
- Modifying and updating the lab’s IACUC protocols, training documentation, SOPs, and EH&S compliance documentation.
- Building working relationships with IACUC and EH&S staff to facilitate inspections, onboarding and training of new personnel, and optimization of new procedures.
• Ensuring that new lab members receive all required training and access privileges, including maintaining current training records for lab personnel.
• Oversight of chemical inventory including ensuring reagents are stocked and reordered when necessary.
• Ordering and maintaining an inventory of common lab supplies.
• Assigning lab jobs and organizing lab cleanings and events.
• Possible opportunity and flexibility to be involved alongside a team of technicians with the maintenance of a large colony of experimental mice, qPCR genotyping, and coordinating weaning, breeding, and crosses.

Qualifications

Education

• A bachelor’s degree in biological science is required. Academic focus in neuroscience is preferred.

Experience

• At least two years of hands-on research experience in an academic lab is required.
• At least two years of experience working with rodents is required.
• Experience modifying or writing IACUC protocols is highly desirable.
• Experience in systems neuroscience would be a plus.

Knowledge, Skills, and Abilities

• Knowledge of standard IACUC compliance documentation and regulations
• Strong organizational skills with exceptional attention to detail
• Strong multitasking and prioritization skills
• Ability to be flexible and effectively adapt to a varied and shifting workload
• Ability to confidently and effectively communicate with a variety of people at all levels
• Ability to build and maintain positive relationships with lab staff, vendors, and other stakeholders

Application Instructions

Please attach the following information in a single PDF document as part of your application:

• Résumé or CV emphasizing prior administrative and research experience
• Cover letter that touches briefly on your background, your interest in this position, and why you think you’d be an ideal fit
• Contact information for three professional references

*HHMI is an Equal Opportunity Employer.*