
Job Title	Assistant/Part-Time Laboratory Manager
PVN ID	BM-1908-003226
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Academic Affairs-Research
Status	Part Time
Hourly Rate	\$20.00-\$25.00
Hour(s) a Week	19.00
Closing Date	Sep 05, 2019 (Or Until Filled)

General Description

The Assistant/Part-Time Laboratory Manager will aid the Laboratory Manager in supervising, monitoring, and ensuring the safety of the BMCC Research Core Laboratory Facilities. This Individual must possess leadership skills, be computer proficient in Microsoft programs, provide problem solving follow-through, and be able to communicate effectively with all levels of personnel.

The Assistant/ Part-Time Laboratory Manager will foster a synergistic relationship with the F/T Laboratory Manager to create an organized, safe laboratory environment for BMCC research students and faculty.

Please note a flexible schedule is a must.

Possible evening and Weekend hours necessary.

Other Duties

- Supervise students in wet laboratories, ensuring students in wet laboratory(s) are supervised at all times
- Monitor the use of laboratories and restrict access to research students, mentors, and pre-approved visitors only
- Provide access for students to 'dry' laboratories, including the physics and engineering labs, computer lab, and Social Sciences Research Laboratory (SSRL) upon request
- Maintain a clean laboratory environment, especially benchtops and sink areas
- Autoclave and properly dispose of biohazardous waste
- Remove chemical waste to the chemical storage area
- Enforce BMCC Research Core Laboratory Safety Policies and Regulations (dress code, etc.)
- Restock working Core laboratory supplies
- Refill working Core chemicals, such as but not limited to 70% ethanol and cleaning bottles

- Monitor levels of Core supplies and alert the Laboratory Manager when items need to be ordered
- Maintain an up-to-date chemical inventory
- Accept, log, and properly store deliveries

Qualifications

- Working knowledge of research laboratories and laboratory safety
- FDNY C-14 Certificate of Fitness: Supervising Non-Production Laboratories
- Wet Laboratory background
- Inquisitive team player
- Can work under little supervision

Educational Requirements: Bachelor's degree in STEM field.