
Job Title	Lab Manager
PVN ID	CC-2104-003979
Category	Research
Location	The CITY COLLEGE of NEW YORK
Department	Biology
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 16, 2021 (Or Until Filled)

General Description

A Lab Manager full-time position is available in the laboratory of Dr. Stefan Pukatzki starting May 1, 2021 in the Department of Biology, The City University of New York (CCNY). Using the cholera bacterium *Vibrio cholerae* as a model system, the Pukatzki laboratory studies bacterial competition in the context of disease and health.

Other Duties

The successful candidate will be a productive member of the research team, participate in research projects, help maintain the operation of the laboratory, and take on administrative duties. Experience and background in molecular biology, bacterial genetics, tissue culture and working with mice is highly desired. The Pukatzki laboratory established a collaborative project with the International Center for Diarrheal Disease (icddr,b) in Dhaka, Bangladesh. The applicant will be responsible for the administrative portion of this project. The applicant should be able to work independently and as a member of a team. Flexible work hours, including infrequent evening or weekend, are required. The employee will be working closely with the principle investigator in a small laboratory environment with growth potential.

Work will include, but not be limited to:

1. Laboratory management duties include ordering laboratory supplies, obtaining quotes for equipment and services, tracking of orders and expenses, paying invoices, maintaining inventory and research databases, overseeing hazardous waste in compliance with university policy
2. For the collaboration with International Center for Diarrheal Disease (icddr,b) in Dhaka, Bangladesh: organizing and drafting the necessary documents, organizing Zoom meetings for the collaborators to discuss progress, receive shipments of biohazard material. No travel will be required.
3. Training of laboratory personnel in experimentation techniques
4. Performing experiments and tabulating/analyzing research data
5. Assistance of graduate students in their projects

6. Preparation of research manuscripts and conduct literature searches
7. Maintenance of laboratory equipment and computers
8. Conduct genetic screens and assays
9. Manipulate and handle bacterial pathogens (i.e. creating gene knockouts)
10. Conduct microscopy, flow cytometric, PCR and NGS analysis
11. Management of mouse colonies. Provide animal care related to research procedures
12. Cloning of bacterial genes into DNA expression vectors
13. Purification of expressed proteins and Western blotting
14. Review, develop and implement new or modified laboratory techniques required for research projects
15. Trouble-shooting and problem-solving as related to the research project
16. Keep a detailed laboratory notebook, accurately collecting records of experiments
17. Present data during laboratory meetings
18. Assist in NIH grant applications (editing documents and overseeing the application process)

Qualifications

A minimum of a B.S. or B.A. degree in microbiology, immunology, molecular biology, biology, genetics, cell biology, biochemistry, or a closely related field. At least two years of previous laboratory experience is required. This position requires work with the BLS2 enteric pathogen *Vibrio cholerae* and other infectious agents. Applicants should demonstrate that they are well organized, reliable, independent, and possess considerable attention to detail. They should also have excellent verbal, written, and computational skills.