

## Head Laboratory Assistant

The Department of Marine & Coastal Sciences at Rutgers University invites applications for a **head laboratory assistant**. The candidate will be based in [Dr. Olaf Jensen's lab](#) on the New Brunswick campus and will contribute to a diverse array of laboratory, field, and data analysis projects. The candidate will manage lab operations under the general direction of Dr. Jensen by providing a wide variety of operational, research, and administrative support services. The position will require the coordination and management of multiple data collection efforts connecting collaborating agencies and institutions. Initial funding for the position is available for one year with the potential for continuation.

### Key Duties:

- 1) Providing support services to researchers, students and technicians, through the maintenance of facilities. Overseeing the ordering, inventory, storage, and maintenance of supplies, lab ware, and instruments essential to field and lab operation. (30%)
- 2) Maintaining and updating complete and accurate (quality controlled) collections of research samples and data. (30%)
- 3) Ensuring implementation and compliance of all current federal, state and university policies, procedures and regulations. Responsible for all aspects of safety training and compliance. (10%)
- 4) Maintaining complete and accurate collections of administrative data. (10%)
- 5) Limited management of lab personnel through the delegation of tasks and assignments as well as providing guidance to undergraduate students and lab technicians. (10%)
- 6) May require participation in the preparation of research proposals and reports. (10%)

Preferred Qualifications: Bachelor's degree in a biology or environmental science field required, and two or more years of technical/administrative experience in laboratory operations or equivalent combination of education and experience that demonstrates comprehensive knowledge and understanding of general research principles and practices. Experience and knowledge related to fisheries ecology and aquatic ecosystems, GIS, and scientific computing languages such as R or MATLAB would be viewed positively. The position will remain open until **June 6, 2016** (although applications may still be considered after this date if a suitable candidate is not found) with a preferred start date of August 1, 2016.

To apply: <https://jobs.rutgers.edu/postings/25739>

Please feel free to repost and forward to potential candidates.