



SCIENCE FOR THE BENEFIT OF HUMANITY

The Rockefeller University, the world's premier research university, seeks a Laboratory Coordinator to join the Laboratory of Neurotechnology and Biophysics (<http://vaziri.rockefeller.edu/>) .

What we do

We are an interdisciplinary group of physicists, engineers and neuroscientists. Our laboratory has pioneered optical techniques that allow near-simultaneous stimulation and functional imaging of neuronal activity on the whole-brain and with single-cell resolution in small model organisms. Using these techniques, we aim to understand how the brain process information that underlies a wide range of brain functions and behavior.

Laboratory Coordinator's Responsibilities

The Laboratory Coordinator is responsible for fostering the efficient use and flow of financial and scientific resources in a high-level research environment. You will be supporting the head of the laboratory in his day to day as well as long term administrative responsibilities and scientific agenda. You thrive on new challenges are excited to work as an integral member of a highly productive and close-knit team and are willing to take on a broad range of tasks.

Major responsibilities include:

- Overseeing the office and laboratory of the Principal Investigator (PI) working in a lab of 10-15 people
- Managing lab finances, building monthly reports and projections, allocating expenditures to appropriate cost centers, and overseeing subawards of several large accounts, including private and federal grants
- Preparing, structuring and submitting documents for acquisition of new private and federal funding opportunities as well as preparing yearly progress and financial reports,
- Various protocol submissions to ethics committees (e.g. IRB, IACUC), space renovations, and other projects as they arise
- Managing the PI's schedule and arranging travel
- Managing and processing orders as well as inventories
- Processing all laboratory personnel and adjunct appointments, including new hires and terminations, and correspondence and interaction with government officials, collaborators, and Rockefeller University staff on laboratory matters
- Acting as lab liaison to the rest of the university as well as to our industrial partners

THE ROCKEFELLER UNIVERSITY

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You have:

- At least a bachelor's degree and a minimum of 3 years of increasingly responsible administrative roles
- Highly detail oriented, dependable and have high work ethics.
- Excellent organizational skills, outstanding interpersonal skills and the ability to create and maintain excellent working relationships in a team environment
- Multi-faceted and have an innate ability to manage priorities and provide support in many areas
- Results-oriented and willing to do whatever is necessary in order to get the job done
- Prior experience with grant writing and/or grant management and comfortability with budgets and basic accounting necessary
- Technical proficiency with Word, Excel, Power Point, Adobe Illustrator or Photoshop

How to Apply

We offer a competitive salary, comprehensive benefits, and a community-oriented work environment.

To apply to this job, please send your resume / CV and your cover letter to vaziri@rockefeller.edu using "Application Lab Coordinator" as Subject. In addition, please upload your martial to the URL below using the job code 'IRC22968':

<http://www.rockefeller.edu/hr/jobs>

The Rockefeller University is an Equal Opportunity Employer - Minorities/Women/Disabled/Veterans