



SCIENCE FOR THE BENEFIT OF HUMANITY

Laboratory Coordinator Laboratory of Neurotechnology and Biophysics

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 discover the underlying principle of some of the most fundamental questions about the brain: How does the brain process sensory information? What are neuronal basis of behavior? How does the brain make decisions? We are addressing these questions in model organisms such as zebrafish larvae and rodents.

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, preparing monthly reports and projections, ordering supplies and equipments and overseeing subawards of several awards, including private and federal grants
- Preparing, structuring and submitting administrative 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 travel coordination
- Managing and maintaining existing inventories

- Processing all laboratory personnel and adjunct appointments, including onboarding of new hires
- Correspondence and interaction with collaborators, and Rockefeller University staff on laboratory matters and acting as lab liaison to the rest of the university

Depending on background, qualifications, and interest, the ability to provide support in one or more of the following would be desired but not a necessary qualification criterion.

- Maintaining lab website concerning lab news, publications
- Proofreading NIH grant proposals and editing of manuscripts
- Scientific project management: Coordinating of communication, timelines, tasks within the team, and monitoring of progress to ensure milestones are met as well as coordination of the lab's collaborative activities with external groups
- Assisting PI in formulating and implementing short and long-term goals for the operation of the laboratory including setting priorities, assigning responsibilities, establishing timelines, coordinating new funding initiatives, recruiting top talent, and mentoring and coaching lab members
- Performing routine molecular biology experiments such as cloning, sequencing, mutagenesis, and protein expression in bacteria or cell culture.
- Knowledge of basic protein chemistry and/or structural biology to perform guided protein design, screening, and biophysical characterizations in vitro and in vivo.
- Experience with animal (rodent) handling, behavioral training, or surgery, including chronic implantation of cranial windows.
- Hands on experience with optics / optical engineering, optical design, ultrafast laser systems or microscopy

You have:

- At least a Bachelor's degree (not necessarily in science) 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 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, PowerPoint, 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 cover letter to vaziriadmin@rockefeller.edu. Please also visit the URL below and use it to the job code 'IRC24958' to upload your application material.

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

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