



SCIENCE FOR THE BENEFIT OF HUMANITY

Laboratory Manager / Coordinator

Vaziri Laboratory of Neurotechnology and Biophysics

The Rockefeller University, New York, NY

<https://vaziri.rockefeller.edu/>

The Rockefeller University in New York, the world's premier research university, seeks a Laboratory Manager/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 technologies that allow near-simultaneous stimulation and recording of neuronal activity in the whole-brain at cellular resolution in various model organisms. Using these tools, we are in the process of discovering the underlying principle of some of the most fundamental questions about the brain: How does the brain process sensory information? What is the neuronal basis of behavior? How does the brain make decisions? We offer a competitive salary, comprehensive benefits, and exposure to an intellectually stimulating high-end scientific research environment working with a small team of highly passionate scientists.

Laboratory Manager/Coordinator's Responsibilities

The Laboratory Manager/Coordinator is responsible for fostering the efficient use and flow of financial and scientific resources in a high-level research environment. The individual will be supporting the head of the laboratory in his day-to-day responsibilities as well as in the administrative aspects of his long-term scientific agenda and vision. We are looking for a highly responsible, detailed oriented and self-motivated individual, who thrives on new challenges, and is excited to work as an integral member of a highly productive and close-knit team taking on a broad range of tasks.

Responsibilities Include

- Overseeing the office of the Principal Investigator (PI) and a laboratory of 10-15 scientists, autonomous management of the laboratory's daily operations and acting as the main point of contact for university staff on all administrative matters
- Assisting PI in formulating and implementing short and long-term goals for the operations of the laboratory, project management including assigning of responsibilities, establishing timelines, monitoring progress of collaborative activities to ensure project milestones are met and management of laboratory's recruitment
- Managing lab finances: preparing monthly financial reports and projections, ordering supplies and equipment, and managing inventories
- Overseeing several private and federal awards including preparing, structuring, proofreading, editing, and submitting administrative documents for acquisition of new grant as well as their yearly progress and financial reports
- Managing the PI's schedule, correspondence support, and help with travel coordination

Qualifications

- Bachelor's degree (not necessary in science) and a minimum of 3 years of experience with increasing responsibilities in administrative roles
- Highly detail-oriented, dependable, result oriented, forward thinking with strong sense of ownership for areas of responsibility and high work ethics; a whatever it takes attitude to get the job done
- Excellent organizational and communication skills, outstanding interpersonal skills, and the ability to create and maintain excellent working relationships within the lab and the broader university
- Multi-faceted with an innate ability to manage priorities over long periods of time and provide support in multiple areas
- Comfortability with budgets and basics of accounting knowledge is needed and prior experience with writing, editing and management of grants or other types of technical documents is highly desired
- Full technical proficiency with Word, Excel, and PowerPoint

How to Apply

To apply to this job, please send your resume/CV and cover letter to vaziri@rockefeller.edu.

The Rockefeller University is an Equal Opportunity Employer with a policy that forbids discrimination in employment for protected characteristics. The Administration has an Affirmative Action Program to increase outreach to women, minorities, individuals with disabilities, and protected veterans.