Purdue University
Genomics Laboratory Manager and Buildings Deputy
Forestry and Natural Resources
Job Number: 1600704

Description

Support and integrate the research programs of principal investigators conducting research in the Forestry and Natural Resources (FNR) Genetics laboratory (PFEN 141). Serve as building deputy for three buildings occupied by FNR on campus. Curate next-generation sequence data and collections of biological samples. Supervise and serve as contact for Mail deliveries for FORS, FPRD, PFEN and WSLR.

Qualifications

Required:

- Master's degree in Molecular Biology, Genetics, Computer Science or related field.
- One year of experience with PCR-based technologies, gel-based marker systems, DNA extractions, cloning and DNA sequencing.
- Will consider an equivalent combination of education and experience.
- Experience in equipment maintenance and accounting of expenditures.
- Experience with a variety of computer platforms (e.g., Mac, PC, UNIX, etc.).
- Supervision of technical personnel and technical training.
- Excellent customer service skills and professionalism in dealing with external business partners, students, faculty and staff.
- Exceptional interpersonal skills with the ability to influence and build working relationships among a diverse workforce at all levels.
- Strong organizational and time management skills with emphasis on accuracy and attention to detail.
- Ability to work independently and contribute to a team environment.
- Fluency in English oral and written communication.
- Ability to maintain key inventory and digital record of keys issued.
- Capability to monitor and assess building conditions, submit work orders, maintain preparedness plans, and be on call to address building emergencies.
- Skill to work with Building Services and Physical Facilities staff to ensure proper building maintenance.
- Competence to submit work orders associated with repair and maintenance needs.

Preferred:

- Experience supervising undergraduate students.
- Skills with Access or comparable database for maintaining building inventories.

Additional Information:

- Purdue will not sponsor an employment related visa for this position.
- A background check will be required for employment.
- FLSA: Exempt (Not Eligible for Overtime)
- Retirement Eligibility: Defined Contribution Waiting Period.
- Purdue University is an EEO/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Purdue Personnel Page: [http://www.purdue.edu/hr/careers/resources/apply.html](http://www.purdue.edu/hr/careers/resources/apply.html)