



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Research Laboratory Manager
Department:	Center for Cancer Research and Therapeutic Development
Reports To:	Dr. Shafiq A. Khan

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Provide functional oversight to the operation of a research laboratory. Activities include instruction in laboratory procedures and safety, development of lab procedures, conducting, experiments, budgeting and purchasing, equipment and inventory maintenance, and maintaining records. May provide work direction to student assistants.

Examples of Duties and Responsibilities:

- Perform experiments in molecular biology and protein biochemistry, e.g., nucleic acid purification, cloning, protein purification, growth of recombinant bacteria mammalian cell culture maintenance and functional assays, and cancer animal models.
- Assist in experimental design and laboratory maintenance, including ordering and stocking laboratory supplies.
- Provide instruction to lab users on the proper use of lab equipment, lab safety, protocols, and procedures related to conducting experiments.
- Prepare and on approval administer laboratory budget; purchase supplies and equipment and maintain related accounts.
- Maintain laboratory facility in a safe, clean, and organized manner.
- Schedule and coordinate laboratory usage.
- Develop and implement laboratory policy and procedures; incorporate best practices as appropriate.
- May direct the scheduling and work of student assistants assigned to the laboratory.
- Keep meticulous records of all experiments performed, and analyze data obtained.
- Follow biosafety and radiation safety rules of Clark Atlanta University and the State of Georgia.
- Compliance with policies of Clark Atlanta University.

Knowledge, Skills, and Abilities:

- Working knowledge of instructional and research laboratory operation including equipment calibration and maintenance, laboratory procedures, and lab safety rules and practices.
- Ability to make arithmetical calculations as a part of scientific experiments.
- Proficiency with reading scientific literature.

- Ability to keep records.
- Ability to perform duties independently.
- Knowledge of mammalian cell culture maintenance, molecular biology and immunochemical techniques, and cancer animal models.
- Ability to understand oral and written instructions of a scientific nature.
- Ability to follow department policies, procedures, and regulations.
- Ability to operate laboratory equipment and instruments.

Minimum Hiring Standards:

Education	B.S. or M.S. degree in biology, chemistry, or the biomedical-related sciences
Years of Experience	Five to eight years of previous laboratory experience.
Years of Management/Supervisor Experience	2 years desirable.

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