



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Core Research Facility Manager
Department:	CCRTD
Reports To:	Dr. Jaideep Chaudhary

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):

As a Core Research Facility Manager at the Research Capacity Core of the CCRTD, you will be responsible for oversight and management of the Core's financial activities, philanthropy, facilities, IT, communications, and marketing operations, as well as the development of procedures, policies, and guidelines to assist in the administration of Research Capacity Core Facilities. Supporting the scientific and business operations of the RCC and other units across the institutions is necessary for success in this role.

Examples of Duties and Responsibilities:

- Ensures that systems are in place for the effective and efficient management of operations at the RCC facilities. Works with other Unit Managers, CCRTD research staff, students, and all users from other institutions outside of CAU to develop and implement new systems as needed.
- Contributes directly to RCC and CCRTD strategic planning activities related to laboratory space, and new and existing equipment, providing expert guidance and researching options as appropriate.
- Contributes to the development and implementation of the overall RCC budget and oversees spending and resource allocation under the Facilities budget.
- Continuously provide information on the latest technologies and equipment to expand the capacity of CCRTD research.

Knowledge, Skills, and Abilities:

- Knowledge:**
- Eight or more years of experience in scientific facilities operations, preferably in a complex research center.
 - Experience and/or awareness of shRNA and/or knockout applications and gene silencing mechanisms, with experience in the use and management of related systems.
 - Strong preference for relevant, hands-on experience in a shared resource laboratory setting.
 - Expert knowledge of CAU research operations and facilities management policies/procedures will be necessary to succeed in this role long term.

Skills/Abilities:

- Highly resourceful team player, with the ability to also be effective independently, maintain appropriate discretion, and utilize effective writing and organizational skills.
- Strong desire to learn, seek out, and apply new knowledge, methods, and information.
- Proven sense of professional ethics and conduct, understanding and effectively using and applying Emotional Intelligence strategies and skills.
- Demonstrated forward-thinking mentality with the ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Strong desire to establish and maintain effective working relationships with stakeholders and critical staff, both internally and externally, through a variety of communication mediums and venues.
- Ability to successfully work independently, interact professionally, and utilize effective writing and organizational skills.
- Demonstrated quantitative and qualitative data analysis skills with the ability to synthesize aggregate data into meaningful reports on outcomes for presentation to leadership groups.
- Excellent organizational and planning skills; leadership ability to manage multiple projects and work assignments with competing deadlines.
- Demonstrated ability to anticipate program issues and to respond appropriately promptly.
- Ability to serve as a resource and SME on core facility management, general research operations, and other related areas.
- Ability to collaborate with internal and external stakeholders across functions to optimize performance and drive projects to completion.
- Proficiency with Microsoft Office and ability to quickly pick up latest IT applications.

Minimum Hiring Standards:

Education	PhD in Biology, Chemistry, or related Science field and MS in Genomics, Molecular Cell Biology, or a similar relevant discipline.
Years of Experience	Eight or more years of experience in scientific facilities operations, preferably in a complex research center; with five years in core facility-specific applications and at least three years of that in research-based technology.
Years of Management/Supervisor Experience	Some experience is helpful, but not required.

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