Life Science Research Professional 3 - Lab Manager

School of Medicine, Stanford, California, United States

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The Department of Genetics at Stanford University is seeking a Lab Manager (Life Science Research Professional 3) to join the Engreitz Laboratory to to map the regulatory wiring of the human genome to discover genetic mechanisms of heart diseases. The Engreitz Lab will launch at the Stanford University Department of Genetics and Children's Heart Center starting in 2020. The ideal candidate will join as soon as possible. Candidate will have the option to train with the Engreitz group at the Broad Institute in Cambridge, MA during a transition period in 2020.

Lab overview: DNA regulatory elements in the human genome, which harbor thousands of genetic risk variants for common and rare diseases and could reveal targets for therapeutics that aim to precisely tune cellular functions — if only we could map the complex regulatory wiring that connects 2 million regulatory elements with 21,000 genes in thousands of cell types in the human body. We have recently developed new approaches that could enable mapping this regulatory wiring at massive scale (see Fulco et al. Science 2016, Fulco et al. bioRxiv 2019). We invent new tools combining experimental and computational genomics, biochemistry, molecular biology, and human genetics to assemble regulatory maps of the human genome and uncover biological mechanisms of heart disease.

We are looking for creative and passionate people at any stage in their careers. The lab manager will work closely with the PI to maintain and develop the lab infrastructure, manage the team's laboratory processes, and supervise the day-to-day lab operations of the Engreitz Lab. The role will can include both scientific and management components.

Specific projects include: to develop CRISPR-based tools to map the functions of thousands of noncoding variants and enhancers; chart enhancer-promoter regulation in every cell type and state in the developing heart using single-cell CRISPR and epigenomic tools; understand enhancer-promoter biochemical specificity by synthetic DNA engineering of millions of enhancer-promoter combinations; and develop novel computational models to understand genetic regulation of heart disease by noncoding variants. For more information and recent work, see www.engreitzlab.org

The Engreitz Laboratory is a dynamic, interdisciplinary workplace that will provide unique access to cutting edge technologies and scientific thought, with the potential for widespread recognition of scientific contributions. We value a diversity of values, backgrounds, and approaches to solving problems.

The candidate for this position should have hands-on experience in molecular biology, genomics, and cellular assay development; experience with quantitative data analysis; curiosity in research and creativity in problem-solving; strong interpersonal and collaboration skills; experience building or managing teams; outstanding verbal and written communication abilities; ability to adapt to and effectively manage changes in a fast paced and dynamic environment; and have a passion for science and sense of urgency to find new medicines to benefit patients.

Duties include:

- Make fundamental discoveries about gene regulation and the genetics of cardiovascular disease
- Together with PI, design scientific projects and oversee lab management and procedures
- Develop and apply functional genomics techniques, including epigenomics, single-cell, imaging, and CRISPR-based assays in human cells and/or in vivo models of disease
- Evaluate and recommend new emerging technologies, approaches, and problems
- Train, mentor, and/or supervise lab members in experimental techniques, scientific design, and laboratory safety protocols
- Design and lead independent projects
- Collaborate with a team of experimentalists and computational biologists
- Train and mentor other lab members
- Create scientifically rigorous visualizations, communications, and presentations of results
- Contribute to generation of protocols, publications, and intellectual property
- Coordinate ordering for all lab members and maintain a database to manage these orders. Ensure orders are placed and delivered in a timely manner
- Assist with budgeting and financial overviews, including compiling and reporting purchasing data and streamlining inventory and costs
- Contribute to establishing laboratory protocols, setup, and standards for Engreitz Lab

** - Other duties may also be assigned.*

DESIRED QUALIFICATIONS:

- Ph.D. in Biology, Biochemistry, Biophysics, Genetics, or related life science field is preferred. Highly motivated candidates of all levels are encouraged to apply.
- Hands-on experience in molecular biology, genomics, and cellular assay development
- Experience with quantitative data analysis
- Experience with CRISPR targeting ES/iPS cells or single-cell RNA-seq a plus
- Curiosity in research and creativity in problem-solving
- A great team member with strong interpersonal and collaboration skills
- Outstanding verbal and written communication abilities
- Ability to adapt to and effectively manage changes in a fast paced and dynamic environment

- A passion for science and sense of urgency to find new medicines to benefit patients

EDUCATION & EXPERIENCE (REQUIRED):
Bachelor's degree in related scientific field and four years of relevant work experience; or Master’s degree in a related scientific field and two years relevant experience; or PhD in related science field.

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):

- Comprehensive understanding of scientific principles.
- Expert level knowledge and skills in field of science related to research project.
- General computer skills and experience with databases and scientific applications
- Strong analytical skills and excellent judgment.
- Ability to work under deadlines with general guidance is essential.
- Excellent organizational skills and demonstrated ability to complete detailed work accurately.
- Developing project management skills.

CERTIFICATIONS & LICENSES:
None.

PHYSICAL REQUIREMENTS*:

- Frequently stand, walk, twist, bend, stoop, squat, grasp lightly, use fine manipulation, grasp forcefully, perform desk-based computer tasks, use telephone, write by hand, lift, carry, push and pull objects weighing over 40 pounds.
- Occasionally sit, kneel, crawl, reach and work above shoulders, sort and file paperwork or parts.
- Rarely climb, scrub, sweep, mop, chop and mix or operate hand and foot controls.
- Must have correctible vision to perform duties of the job.
- Ability to bend, squat, kneel, stand, reach above shoulder level, and move on hard surfaces for up to eight hours.
- Ability to lift heavy objects weighing up to 50 pounds.
- Position may require repetitive motion.

** - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.*

WORKING CONDITIONS:

- May require working in close proximity to blood borne pathogens.
- May require work in an environment where animals are used for teaching and research.
- Position may at times require the employee to work with or be in areas where hazardous materials and/or infectious diseases are present.
- Employee must perform tasks that require the use of personal protective equipment, such as safety glasses and shoes, protective clothing and gloves, and

possibly a respirator.
- May require extended or unusual work hours based on research requirements and business needs.

WORK STANDARDS (from JDL):

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu.

Additional Information

- Schedule: Full-time
- Job Code: 4953
- Employee Status: Regular
- Grade: H
- Department URL: http://genetics.stanford.edu/
- Requisition ID: 85727