**University of Maine**

**Job Description**

**TITLE:** Laboratory Manager

**DEPARTMENT:** School of Marine Science/Pelagic Fisheries Lab

**DATE:** April 2023

**REPORTS TO:**  Assistant Professor

**LOCATION:** Portland, Maine

**Purpose:** The Pelagic Fisheries Lab, started in 2011, is dedicated to researching highly migratory species (HMS) including billfishes, sharks, and tunas, with a specialized focus on Atlantic bluefin, yellowfin, and bigeye tunas. In this lab, we are situated on the working waterfront allowing us to establish and foster unique relationships between fishers, dealers, and the scientific community. The research that we conduct and the data that we collect are very impactful as they are directly incorporated into the management directive of the International Commission for the Conservation of Atlantic Tunas (ICCAT), Atlantic Ocean Tropical tuna Tagging Programme (AOTTP), and National Oceanic and Atmospheric Administration (NOAA). In this role, you will be expected to complete the responsibilities listed below and continue to contribute to some of the most prominent HMS research taking place along the Eastern Seaboard.

**Essential Duties & Responsibilities:**

Overseeing and participating in lab day-to-day operations which may include, but are not limited to:

* Large sample collection from local dealers, fishermen, and offsite locations including Lynn, Gloucester, and Boston, Massachusetts, Point Judith, Rhode Island, and Wanchese, North Carolina, Ocean City, Maryland, and Cape May, New Jersey.
* Create new relationships and foster established ones with fishermen, dealers, and scientists.
* Field sampling including otolith extraction, genetic tissue sampling, archive collection, and stomach collection.
* Aid in University of Maine lab dissections sometimes located in Orono, ME.
* Assisting with clerical duties as needed (printing, editing, grading, scheduling, corresponding, etc.)
* Onboard (recruit, select, interview) and offboard (debrief, delegate tasks, possibly let go) seasonal employees, train incoming employees and students, and conduct conflict resolution as necessary.
* Otolith cleaning, weighing, imaging, sectioning, mounting, polishing, archiving, and aging using Photoshop imaging software.
* Data upkeep and analysis using Excel and R for statistical computation and modeling.
* Conventional and satellite tagging of HMS species. This requires long hours on a fishing vessel with occasional poor weather and working conditions.
* Corresponding with volunteers and interested parties regarding participation in various programs (Genetics for Giants, tagging, sample donation) and others as they may arise and disseminating materials as needed.
* Participation, contribution/collaboration, and upkeep of a wide suite of projects occurring in the lab. Current major projects include:
	+ Genetics for Giants
	+ ABFT Tagging Program
	+ SK ABFT Quality
	+ Future Fish Tag
* Assist with the preparation of grant proposals and manuscripts by specifying the concept, accumulating and formatting essential information, writing, editing, and submitting final documents.
* Presenting lab projects and achievements at symposiums, conventions, and meetings. Some events may require travel and overnights.
* Maintaining lab equipment and replenishing supplies as necessary. May require consultation with supervisor depending on needed equipment and supplies.
* Exhibit time-consciousness and meet deadlines.
* Implement and uphold organization and lab standards to produce ethical and accurate science while ensuring inclusivity, opportunity, and safety of lab employees.

**Knowledge & Skill Qualifications:**

* Master’s degree in marine biology, fisheries or comparable field required
* Recruitment, leadership, and mentoring of lab employees
* Strong informal and formal communication required
* Effective organization and planning required
* Managing projects and budgets required
* Attention to detail
* Ability to collaborate, open to change
* Chief problem solver

**Supervisory Responsibility:** None

**Work Environment:** This position is primarily office/computer based with the majority of meetings held remotely. Occasional evening and weekend work is required, as well as frequent travel for meetings with stakeholders and collaborators, annual conferences or regional meetings.

**Work Year:** Full-time, 12 month fiscal year.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) may be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Position Type:** Soft Money.Contingent on funding and successful performance.

**Schedule for Evaluation:** In Accordance with UMPSA Agreement.

**Job Family/Salary Grade:** 03/04.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.