**University of Maine**

**Job Description**

**Title:** Laboratory Coordinator

**Department:** Coordinated Operating Research Entities (CORE)

**Reports To:** Environmental Genetics Specialist

**Date:** March 2021

**Purpose:** To support the University of Maine’s Coordinated Operating Research Entities (CORE) by performing analyses in the UMaine DNA Sequencing Center, which provides fee-based genetics services related to Sanger sequencing to the UMS research and educational community, as well as external stakeholders. Likewise, the Laboratory Coordinator may assist in the technical activities of the CORE eDNA Service Center, as necessary. The Laboratory Coordinator also administers the UMaine Freezer Program, which provides administrative support in the procurement of genetics/biochemistry-related laboratory chemicals and supplies for the UMS research community.

**Essential Functions:**

* Operate and maintain genetic analysis instrumentation and related equipment for the purpose of performing DNA sequencing, as well as maintain chemical and equipment inventories.
* Conduct lab work related to client sample sequencing including DNA extraction, purification and preparation for sequencing instrumentation.
* Document all experimental procedures related to sequencing activities as well as maintain current standard operating procedures (SOP) for all laboratory work and work with supervisor to develop new SOPs as needed.
* Liaise with current and potential clients of the Sequencing Center to arrange for sample delivery, determine needed services, and communicate results.
* Liaise with vendors of the Freezer Program to secure quotations, evaluate inventory, resolve billing/shipping issues, etc.
* Procure chemicals, kits, and other consumables for UM researchers through the Freezer Program, accept and coordinate deliveries, keep records of orders and purchases, and coordinate billing with UM Procurement Services and applicable financial coordinators.
* Assist with day-to-day operations in the UM eDNA Service Center as needed.
* Perform other related duties as assigned.

**Knowledge and Skill Requirements:**

**Required:**

* BS/BA degree in Molecular Biology, Biochemistry, Genetics or other related discipline.
* Demonstrated experience with the theory and implementation of practices within the DNA sequencing workflow.
* Experience with wet lab molecular biology techniques and using basic lab equipment.
* Capacity to perform under pressure in a fast paced production environment.
* Must be organized, flexible and pay great attention to detail.
* PC-based computer literacy, including in Microsoft Office and the ability to quickly master other programs used in the daily lab processes.

**Preferred:**

* Prior professional experience in a laboratory that performs Sanger sequencing.
* Prior experience with the use and maintenance of an ABI 3730xl DNA sequencer.
* Prior experience directly interacting with clients or stakeholders.

**Work Environment:** The primary site of work will be on-campus facilities at the University of Maine.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday

8:00 am to 4:30 pm. Work outside of normal business hours may be necessary in order to complete the requirements of the position and may include occasional nights and weekends.

**Position Type:** On-going, full-time.

**Work Year:** Full-time, fiscal year position.

**Performance Evaluation Schedule:** Performance evaluation will be conducted according to the UMPSA agreement.

**Job Family/Salary Grade:** 04/01.

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.