**Title:** MIAC Facility Manager

**Date:** November 2023

**Department:** Molecular & Biomedical Sciences

**Reports To:** Associate Professor

**Purpose:** This position will manage the Microscopy Imaging and Analysis Core (MIAC), funded by a COBRE Project grant from the National Institutes of Health. The manager will manage the facility, train and directly assist investigators in confocal microscopy and image analysis, design experiments utilizing confocal imaging and analysis, network with industry and academic experts, maintain equipment, direct internet outreach, and develop the MIAC’s capabilities.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

* Facility management: work with UMaine CORE for scheduling and billing, microscope maintenance, networking with industry representatives and engineers to optimize scope use.
* Provide technical assistance to all investigators, including training, planning and execution of microscopy imaging and image analysis.
* Meet regularly with microscopy users and supervisor for feedback and improvement opportunities.
* Monitor grant budget and report regularly to supervisor.
* Maintain internet and social media presence for facility.
* Develop and maintain professional relationships that reflect courtesy, civility, and mutual respect.
* Build productive relationships with internal and external constituencies.
* Utilize coaching and mentoring methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
* Commit to organizational improvement by identifying opportunities to improve, and recommending possible alternatives for a situation.
* Perform other reasonably related duties as assigned.

**KNOWLEDGE/SKILLS QUALIFICATIONS:**

**Required:**

* Typically has the education associated with a bachelor’s degree in Biological Sciences, Engineering, Physics, or other closely related field.
* Applicants should have practical experience with confocal microscopy and/or epifluorescence microscopy.

**Preferred:**

* Web design knowledge and experience.
* Basic knowledge of creating computer scripts in MatLab or similar program, basic theoretical understanding of confocal microscopy, as well as knowledge of cell biology and vertebrate anatomy.

**SUPERVISORY RESPONSIBILITIES:** None.

**WORK ENVIRONMENT/DYNAMICS:** Employee will be located in 215 Hitchner Hall. Work is carried out in a typical molecular laboratory setting and in a typical office environment.

**WORK YEAR:** Full-time, fiscal year.

**WORK SCHEDULE:** Normal University of Maine business hours are 8:00am to 4:30p.m. with occasional work outside these hours, to include evenings and weekends. The employee will establish regular office hours, and in consultation with the supervisor, adjust the work schedule as necessary.

**POSITION TYPE:** Soft Money Grant funded.Contingent on funding and successful performance. This position is currently grant-funded for four years. Extension beyond the initial four years will depend on satisfactory performance and funding availability.

**SCHEDULE FOR EVALUATION:** In accordance with UMPSA agreement.

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

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.