Laboratory Manager

About:

Columbia University Irving Medical Center is seeking a highly motivated individual to take on the position of the Laboratory Manager in the Nectow Laboratory at Columbia University in New York City. The Nectow Lab works on the neurobiology of energy balance. The lab places a particular emphasis on the molecular, cellular, and circuit mechanisms through which the brain regulates food intake and energy expenditure. Additionally, the lab develops novel technologies to observe and perturb neuronal function.

This Laboratory Manager would be responsible for laboratory administrative duties (about 25% time), as well as: overseeing the experimental work, day-to-day operations of the lab, establishing and enforcing standard operating procedures, assisting lab members with critical experiments, and perform required experimental essays among other duties.

Responsibilities:

- Plan, organize, and manage the operational and administrative aspects of laboratory operations
- Responsibilities include scheduling for PI, protocol management, funds management, and grant and manuscript assistance
- Ordering supplies
- Scheduling staff
- Prepares and dispenses laboratory stock solutions
- Perform laboratory work, including basic molecular biology
- Responsible for grant spending bookkeeping
- Responsible for assisting lab members with critical experiments
- Assist in establishing and maintaining laboratory policies and procedures
- Maintain communication between the laboratory to ensure efficient workflow
- Preferably some assistance with institutional protocols

Minimum Qualifications:

- Bachelor’s or Master’s degree in Biology, Neuroscience or equivalent in education and experience, plus 1-3 years of related experience
- Experienced professional with strong laboratory management experience
- Excellent analytical, organizational, communication, and computer skills

Preferred Qualifications:

- Experience with molecular biology techniques
- Some prior administrative experience

To learn more about the Nectow Lab, check out www.nectowlab.org.