

JOB TITLE:	Molecular Laboratory Manager
TYPE OF VACANCY:	Manager
DEPARTMENT:	Small Island Sustainability
POSITION SUMMARY: <p>Candidates are being sought to fill the position of Director, Molecular Laboratory Manager at The Small Island Sustainability Research Complex. The laboratory will support research in agriculture, food, environment, forestry, marine and forensics. The successful candidate should be self-motivated and committed to continuous improvement of the facilities. He or she must have excellent organizational and communication skills as well as prior experience managing a molecular lab or as molecular technologist.</p>	
<p>Reporting to the Executive Director, or Vice President the Molecular Laboratory Manager will be responsible for:</p> <ul style="list-style-type: none"> • Will oversee all molecular laboratories and testing; • Manage and coordinate all laboratory staffing and training; • Assist in developing training programmes and documents; • Assist with cost analyses and budget development and monitoring; • Utilize protocols with a variety of molecular assays including but not limited to PCR, RT-PCR, QRT-PCR, capillary gel electrophoresis and Sanger sequencing; • Prepare samples and specimens for testing; • Help develop and maintain quality assurance, quality control and safety standards and documents; • Ensure that laboratory supplies are maintained and ordered as needed; • Ensure that laboratory equipment is maintained in proper working order; • Assist with the organization and tracking of data and samples; • Troubleshoot problems relating to routine operation of laboratory; • Maintain and assist with the development of policies and procedures; and perform other duties as necessary. 	
QUALIFICATIONS: <ul style="list-style-type: none"> • Master's degree from an accredited institution in molecular biology, genetics or a closely related field and two years of relevant experience; or • Bachelor's degree from an accredited institution in molecular biology, genetics or a closely related field and four years of relevant experience; • Experience with research-based laboratory management; • Ability to work collaboratively with all levels of faculty, staff, students and external clients; • Exceptional verbal and written communication, and organizational skills; and 	

proficiency in Microsoft Office programmes;

- Experience building partnerships with external constituencies, including community colleges and corporate partners;
- Experience engaging faculty in building support for non-traditional programmes;
- Outstanding communication skills, with ability to communicate with both internal and external constituencies;
- Thorough understanding of trends in Sustainable Agriculture and Fisheries;
- Extensive experience serving nontraditional students in a higher education setting.

SUBMISSION OF MATERIALS:

- Materials should be submitted electronically, attention Office of Academic Affairs, University of The Bahamas via e-mail at facultyapply@ub.edu.bs by 27th April 2022;
- Send all documents together, including: (a) Cover letter describing the candidate's suitability for the position; (b) Copies of academic qualifications; (c) Up-to-date transcripts; (d) Up-to-date curriculum vitae, including details of experience; (i) Three name of references; and (j) a completed [UB Staff Application Form](#).
- **Please note the position in the subject field of the email.**

Hard copy submissions will not be accepted.

SALARY SCALE:

Contractual

REPORTS TO:

Executive Director, Small Island Sustainability

APPLICATION END DATE:

27th April 2022

DATE PUBLISHED:

30th March 2022

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position

To inquire about this position please direct emails to vpaa@ub.edu.bs