JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Laboratory Research Manager

Job Code: 6146

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for management of a basic science research laboratory. Develops and implements strategic goals to meet the department's needs which may include development and management of projects related to the department's clinical, teaching, and research mission.

- Oversees the development and implementation of laboratory operational policies and procedures for the department's basic science researchers.
- Ensures department has the infrastructure and resources required to perform its role effectively and efficiently.
- Establishes and maintains an inventory control system for supplies and equipment and ensures that work orders for lab maintenance are placed in a timely and efficient manner.
- Oversees the development and implementation of strategic goals for growth of the basic science research labs.
- Manages a variety of projects to ensure financial, quality, service, and operational goals are achieved.
- Develops methodologies and procedures for biomedical application, analyzes data, and may present findings to the scientific audience and general public.
- May plan, develop, and manage projects in support of departmental clinical and research missions producing greater integration and effectiveness of activities.
- Confers with other researchers and medical staff to plan or review projects or provide expertise to improve data acquisition and analysis.
- Develops schedules and timelines for the project.
- Oversees the development and implementation of standardized operating procedures.
- Serves a key role in the facilitation between operating laboratories, researchers, and principal investigators to continuously enhance and develop cross-functional research interactions and opportunities.
- May work as a senior level expert in a laboratory.
- Assists with planning, developing, and managing projects in support of departmental clinical and research missions producing greater integrations and effectiveness of activities.
- Responsible for build-outs including program analysis and sources of potential sponsored funding.
- May assist with planning and construction of new laboratory facilities as well as associated project reporting.
- Plans, develops, and maintains training programs for Lab Technicians and Researchers working in the research laboratory.
- Ensures all employees work in a safe environment.
- Provides to management a summary of progress, risk of all projects, results, and queries related to laboratory performance.
- May teach classes or seminars.
- Performs related duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Master's Degree in a Biological Science, Chemistry, or Physical Science or related field.

Equivalency/Substitution: Will accept a Bachelor's Degree in a Biological Science, Chemistry or Physical Science and 24 months related experience in lieu of the Master's Degree for a total of 84 months experience.

Experience:

Required: 60 months experience working in a basic science research facility/laboratory, which 24 months experience as a senior-level supervisor and/or leadership role in a research laboratory.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Advanced knowledge of laboratory safety and Federal, State, and University guidelines.
- Ability to train and supervise.
- Ability to communicate verbally and in writing.
- Proficient with a computer and applicable software.

- Ability to analyze scientific data and publish in scientific journals.

Working Conditions

Physical:
Sitting for prolonged periods. Reaching, bending, walking, and standing. Speaking and listening. Manual dexterity.

Environmental:
Laboratory Environment. Exposure to chemicals, biohazardous materials, and/or blood borne pathogens.

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