



Lab Manager
Microsystems Lab
Stanford University

Brief Description: A lab manager is responsible for maintaining the functionality of the lab space by executing tasks inside and outside of the lab that do not directly relate to the experimentation assays that are exclusively performed by research primary investigators, assistants and students. **Email** aribeiro@stanford.edu or call 412-894-6755 if interested

Time: 5-10 hours a week, 15 USD per hour.

Qualifications: Preference will be given to Stanford students that plan to stay in the area in the long term and during summer time. Background in laboratorial practices or exact sciences are not required nor necessarily preferred. Training in general lab safety, chemical safety and biological safety will be provided and required in addition to more specific training in the tasks to be performed.

Starting date: January 2012.

Detailed Description: The general tasks to be performed are the following:

- Regular cleanup of lab rooms
- Solid Waste disposal
- Glassware washing
- Maintenance of refrigerators, cryopreservation systems and freezers
- Autoclave material for biological experiments
- Perform sterilization of cell culture equipment and facilities as needed
- Control the maintenance of a stock of lab general material available to be used and make a weekly list of material to be ordered
- Check for office material that needs to be ordered and/or replaced
- Check the list of Chem Tracker, Delete the expired items and add the new purchased ones
- Supervise the chemical storage
- Make stock solutions that are used in large scale by the group
- Collaborate with lab users relatively to the disposal of chemical compounds
- Enforce/promote/remind labmembers of chemical and biological safety
- Collaborate with the Environment, Health and Safety (EH&S) office
- Maintain the lab webpage and improve its functionality/accuracy
- Organize and control the storage, inventory and cataloging of materials