GENERAL NATURE OF POSITION:

The Department of Biological Sciences at San Jose State University is considered a leader in the education of a highly trained and diverse scientific workforce. Our mission is to provide a dynamic educational experience by engaging students in hands-on, inquiry-based learning activities at the bench and in the field. We make substantial contributions to the scientific community through our research efforts and that of our students.

CIRM Bridges program and the Department of Biological Sciences at San José State University have an immediate opening for a Laboratory Technician in stem cell biology. This position is part of the CIRM funded Bridges program at San Jose State University with a goal to train students at the master’s level to enter research careers in stem cell biology and regenerative medicine. Some of the lab activities include but are not limited to: mouse and human embryonic stem cells propagation, cardiac and neuronal differentiation, short research projects, iPS and other methodologies.

Under the direction of the Project Director, this position is responsible to prepare the lab class in stem cell biology with focus on both mouse and human embryonic stem cells.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Propagating stem cell culture and banking.

2. Pre-running laboratory class activities. Keeping accurate and up to date cell line records as well as inventory of all lab class materials.

3. Laboratory management, including organization, cleanliness, safety monitoring; organizing and scheduling tasks to achieve timely completion of assignments.

4. Working in coordination, productively and positively, with other laboratory personnel and graduate students.

5. Attending and participating in parties, fieldtrips and other student events.

6. Performing other duties as needed, including ordering, kits, and equipment, personnel scheduling, answering phones, email communications.
INTERPERSONAL CONTACTS:

• Reports to the Project Director.
• Interacts daily with faculty, staff, and students of SJSU as well as San Jose State Research Foundation employees.

QUALIFICATIONS:
1. Education
   • Masters Degree in a discipline related to stem cell research is required.

2. Experience
   • At least 2 years of stem cell research experience is required.
   • At least 2 years of mentoring expertise in the areas of Stem Cell, Biology or related field is required.
   • Two or more years of laboratory experience with Stem cells is required.
   • Candidates with documented experience with operating specific instruments (flow cytometer, cryostat; PCR, Nanopore fluorometer) will be preferred.

3. Knowledge, Skills, Abilities required:
   The applicant must demonstrate skill, knowledge and competence in these areas and be able to:
   • Knowledge of Safe laboratory practices.
   • Ability to write precise laboratory protocols.
   • Ability to write clear, concise scientific reports using specified software.
   • Organization and use of MSDS and other chemical safety procedures.
   • Demonstrate ability to work effectively as a part of a team.
   • Demonstrate computer proficiency in basic applications (Microsoft Office: Word; Excel; PowerPoint).
   • Ability to build and maintain productive and professional relationships with staff, faculty and students in a culturally diverse environment.

4. Physical Requirement
   • Candidate will work in a biology laboratory and must be able to conduct laboratory experiments requiring fine hand movements and dexterity.
   • Must be able to work at a laboratory bench and at a computer workstation.
   • Must be able to sit for extended periods, stand for extended periods.
   • Will travel to different areas across the SJSU campus.

5. Complexity of Duties
   • Candidate will learn and perform complex biology procedures. Reagents and instruments in the laboratory are potentially hazardous if misused. Therefore ability to follow complex written and spoken instructions is essential.
   • Candidate will conduct analyses on different sample sets asynchronously and therefore must be able to efficiently shift between tasks.
   • Project task may be coordinated with other lab personnel; therefore the candidate must understand how each procedure fits in the larger flow of work. Accurate record keeping is essential.
SUPERVISORY RESPONSIBILITIES:

No formal responsibilities, though may guide, direct, assign work of Student Assistants.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

6. Benefits

The comprehensive benefit package includes:

a) Nine health insurance plans to choose from
b) Free dental and vision for employee and eligible dependents
c) Paid Federal & State Holidays
d) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component
e) Vacation and separate sick plans
f) Employee Discounts
g) Paid Training and Conferences
h) Paid Training and Conferences

APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application is located at

http://www.sjsu.edu/researchfoundation/open/Employment%20Application%20Form_new.pdf

The employment application may also be obtained from the Research Foundation through its web site at http://www.sjsu.edu/researchfoundation/open/index.html.

An applicant may also apply in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation
Attn: HR/Job Code LBTECH
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation:

The San Jose State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.
The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/EO-1083.pdf ). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf ).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.