






**Lab Research Assistant/Manager position:**
**Soil Microbiome Lab at Pacific Biosciences Research Center, University of Hawai'i at Mānoa**

The recently established Hawaii Soil Microbiome Lab (HI SMiL, https://smil.bio/) in the Pacific Biosciences Research Center (PBRC, https://www.pbrc.hawaii.edu/) at the University of Hawai'i at Mānoa (UHM, https://manoa.hawaii.edu/) is seeking a highly motivated individual to join us as a Lab Research Assistant/Manager. HI SMiL, led by incoming Assistant Professor Mengting Maggie Yuan, focuses on understanding interactions between soil microorganisms and their environment to promote One Health under climate change. Our work is conducted across scales from the field and greenhouse to lab bench and in silico. The Lab Research Assistant/Manager will ensure successful lab operations, coordinate execution of research projects, and assist administrative processes. Particularly, as part of a new research group, the individual joining us will be crucial in establishing standard procedures and workflows in lab. This is a position with exciting opportunities to participate in cutting-edge research in environmental microbiome and build up professional management and leadership experience.

**Responsibilities:**

**Laboratory setup and operation:**

- Help design and oversee the set up and organization of research space and workflow in lab, greenhouse and field, procure equipment and establish standard operating procedures.
- Oversee and support daily lab operations to ensure a safe and efficient working environment, enforce safety compliance, coordinate equipment use, and order supplies, perform regular maintenance, calibration, and troubleshooting of lab equipment.
- Develop and conduct training sessions for lab members, ensuring proficiency in laboratory techniques and safety protocols.

**Research support:**

- Assist in setting up and running field, greenhouse, and lab experiments, sample collection and processing, data collection and analysis in soil microbiome research.
- Work with researchers to organize and manage a central repository for experimental records and research data.
- Assist in generating scientific products including publications, presentations, and reports.

**Team support:**

- Facilitate onboarding of new lab members.
- Foster a culture of positivity and inclusivity within the lab.
- Coordinate communications among lab members, department, and collaborators.
- Maintain and update lab website.








**Basic Qualifications:**

- Bachelor's or master's degree in biology, ecology, environmental science, health science, or related fields.
- Experience in a laboratory setting and familiarity with safety protocols and laboratory best practices.
- Greenhouse or field research experience and familiarity with field safety practices.
- Proficient in necessary computer software in research including but not limited to Microsoft Office, Google Drive, Zoom, Slack.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.

**Preferred Qualifications:**

- Project or team managing experience.
- Programming and data science experience, preferably in microbiome -omics data analysis, modeling, or data management.
- Experience in wet lab procedures for microbiome research.
- Experience in field/greenhouse research involving soil and plants.
- Experience working with human pathogenic microorganisms and familiarity with related safety guidelines.
- Experience in hardware work or engineering, including but not limited to mechanical design, 3D printing, electrical work, and power tools operation.
- A valid driver's license to operate a private or rental motor vehicle.

**Physical Requirements:**

- Ability to lift and move (carry/pull and/or push) laboratory equipment and supplies weighing up to 30 pounds.
- Proficiency in fine motor skills to manipulate small laboratory tools and handle delicate samples.
- Capability to stand, sit, and move around the laboratory for extended periods.
- Position may require repetitive motion.

**Working Conditions:**

- Occasional evening or weekend work to support ongoing experiments or address laboratory needs.
- Exposure to laboratory chemicals and biological materials. Proper personal protective equipment (PPE) will be provided.
- This position may require short periods of travel to attend meetings/conferences or assist lab members with ongoing projects pertaining to fieldwork.

- Field research may be at suboptimal conditions including but not limited to high temperature, high humidity, wilderness with limited road access. Safety operational procedures will be strictly followed to ensure safety of researchers.
- You may be exposed to various plants, insects, and animals when assisting with fieldwork or working in the greenhouse.

**Work Standards:**

- Adherence to high ethical standards and a commitment to maintaining the confidentiality of research data and proprietary information.
- Strict compliance with safety protocols and regulations to ensure the well-being of all lab personnel.
- Timely and accurate completion of tasks, including record-keeping, inventory management, and equipment maintenance logs.
- Commitment to fostering a positive, kind, and collaborative work environment by promoting effective communication and teamwork.
- Flexibility to adapt to the evolving needs of the laboratory and a willingness to take on additional responsibilities as the lab grows and develops.
- Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Maintenance of a regular work schedule and prompt communication with supervisors and team members in case of schedule adjustments or unexpected delays.

**Interested parties should email the following materials to Principal Investigator Maggie Yuan (myuan2@hawaii.edu):**

- A brief cover letter outlining your background relevant to the lab and how you meet the minimum qualifications.
- A current CV with a list of three potential references and their contact information.

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