Job Description

Job Title: Microscopy Research Specialist

Job ID: 10408

Project Name: HIMB

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the School of Ocean and Earth Science and Technology (SOEST), Hawaii Institute of Marine Biology (HIMB), University of Hawaii (UH) at Manoa, located on Coconut Island in Kaneohe, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Manages HIMB's Confocal Microscope and Imaging Facility. Operates the microscopes and coordinates activities to train researchers. Prepares the samples for imaging and assists researchers in developing protocols for imaging experiments and analysis and submitting research grant proposals. Develops and hosts workshops to introduce new users to confocal microscopy and the facility. Responsible for the day-to-day management of the facility.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited college or university in any biological science field. EXPERIENCE: At least two (2) years of experience with wide-field and confocal microscopy and sample preparation for confocal microscopy. Experience in cell and molecular biology. ABIL/KNOW/SKILLS: Knowledge of image processing and imaging analysis software. Must possess strong computer skills and should include the use of Microsoft Word and Excel. Must have excellent writing and communication skills. Demonstrated ability to execute high quality work and possess a keen attention to detail. Must possess strong flexibility, adaptability and interpersonal skills.

SECONDARY QUALIFICATIONS: Experience in managing a service facility involving microscopy.

INQUIRIES: Jo Ann Leong 236-7401 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022, mail, or hand-deliver to: Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 08/30/2010