

**Cal Poly Humboldt Sponsored Programs Foundation**

Job Announcement

*This is not a state position*

**Job Title: Humboldt-CIRM Shared Resources Laboratory Coordinator**

**Wage: 65,000-70,000/year. This position is eligible for a comprehensive benefits package, including medical, dental, vision, life insurance, and retirement plans.**

**Project Name: CIRM Infrastructure Grant**

**Supervisor:** Amy Sprowles, SRL Director/PI and Professor of Cellular and Developmental Biology

We are thrilled to be hiring a Laboratory Coordinator for the new Cal Poly Humboldt-CIRM Shared Resource Laboratory for Human Stem Cell-Based Modeling (Humboldt-CIRM SRL-hSC). As one of the 11 new [California Institute of Regenerative Medicine \(CIRM\) Shared Resources Laboratories](#), the facility will offer disease modeling resources and educational offerings to researchers, educators, students, medical professionals and the communities of our rural and remote geographic area. Specifically, the Humboldt-CIRM Shared Resource Laboratory will provide:

- Facilities and highly specialized technologies available to regional researchers to conduct human cell-based modeling experiments.
- Educational workshops for college, high school, and middle school students designed to catalyze their entry into regenerative medicine and related career opportunities.
- Professional development opportunities for local clinical professionals to increase opportunities for regional access to regenerative medicine.
- Outreach to the diverse communities of our rural, medically underserved region to learn of the medical challenges they are facing and identify opportunities for them to be addressed through regenerative medicine.
- The advancement of standards, resources, and reproducibility of cell-based models in collaboration with the other 11 laboratories in the statewide CIRM SRL network.

**Job Description:**

The Humboldt-CIRM Laboratory Coordinator will be responsible for:

- Laboratory oversight and accordance to standard operating procedures
- Culture and characterization of pluripotent cell lines and organoid cultures
- Preparing cell cultures and other laboratory materials for the educational offerings of the facility
- Providing technical support for regional researchers.
- Implementation and oversight of SOPs, equipment oversight, researcher access procedures and a data storage management plans
- Derivation, maintenance, and characterization of induced pluripotent cells

The Humboldt-CIRM Laboratory Coordinator will work under the direction of the SRL Director and in collaboration with the statewide CIRM SRL. They will supervise part-time student assistants to support this work.

This position has the potential to become a full-time state-side position within 5 years, pending successful annual performance reviews and the supervisor's recommendation.

**Essential functions of the job:**

There are two phases of the Humboldt-CIRM SRL that align with building, launching, and sustaining the facility. Therefore, the essential functions of the job are organized accordingly.

**Phase 1: SRL Launch (2025- May 2027):**

The Laboratory Coordinator will collaborate with the SRL Director to create the research infrastructure that will ensure a clean, accessible, and safe environment suitable for meeting the teaching and research deliverables of the Humboldt-CIRM SRL.

During this phase of operation, the Laboratory Coordinator's essential duties will include:

- The development and implementation of standard operating procedures (SOPs) according to best laboratory practices and SCRO, IRB, and IP protocols for
  - Major equipment acquisitions
    - Nikon Ti2 AXR add-on (with 405/488/561/640 laser launch and 4-channel tunable detectors) and NSPARC detector; objective and laser
    - Anton Paar LITESIZER DLS 500
    - Leica CM1950 cryostat
    - Lonza Nucleofection
    - Thermo Scientific CRF CTS MD Cryogenic Freezer
    - Cell Ink Bioprinter
    - WOLF G2 Dual Laser System and N1 Single Cell Dispenser
  - Routine hPSC maintenance, characterization, and banking in accordance with regulatory procedures.
  - Development of human organoid culture
  - Development and implementation of a researcher access and storage management plan
  - Data storage infrastructure in collaboration with campus ITS to meet IRB and HIPAA certification requirements
  - Website development and maintenance
  - Establishing equipment maintenance contracts
  - Ordering supplies and consumables
  - Ensuring course materials are prepared and available for instruction (2026).
  - Set up and organization of the new laboratory facility
  - Development of core user onboarding, training, and user evaluations.
  - Preparation of cell culture resources for summer 2026 educational offerings
  - Regular reporting to SRL Director

Phase 2: SRL Operations: The primary responsibility of the SRL Coordinator is to provide a clean, accessible, and safe environment suitable for meeting the teaching and research deliverables of the Humboldt-CIRM SRL. Primary duties will include:

- Training core users on the standard operating procedures (SOPs) according to best laboratory practices and SCRO, IRB, and IP protocols
- maintaining hPSC lines for training purposes
- Supporting the resource needs of the SRL educational offerings
- Generation, characterization, banking and distribution of hiPSC lines
- Execution of SRL Network scientific deliverables

- Development of new protocols, as needed
- Core advertisement/promotion maintained or expanded
- Equipment maintenance and management of service contracts
- Management of researcher access and management plans.
- Website maintenance
- Hire and train graduate student personnel, as needed
- Performance and Accounting of Quality Control
- Collection of user assessments, analysis, and implementation of action plans to address issues, if any
- Management of a researcher access and storage management plan
- Management of data storage infrastructure in collaboration with campus ITS to meet IRB and HIPAA certification requirements
- Regular reporting to SRL Director

If the Laboratory Coordinator demonstrates the ability to manage all their job responsibilities, they will have the opportunity to teach, apply for external funding, and perform their own research.

### **Minimum Qualifications:**

A successful candidate will have at least two years of professional laboratory research experience that includes

- Subculture, maintenance, and banking of eukaryotic cell lines
- Direct experience generating publication quality data utilizing fluorescence microscopy, nucleofection, CRISPR, flow cytometry/cell sorting, **and/or** bioprinting
- Experience conducting biomedical research utilizing standard operating procedures (SOPs) designed to comply with best laboratory practices as well as SCRO, IRB, and IP protocols
- Experience training others in biomedical research utilizing standard operating procedures (SOPs) designed to comply with best laboratory practices and regulatory compliance (i.e. SCRO, IRB, IP and/or HIPPA).
- Scientific record keeping, data management and storage
- Evidence of the ability to implement, trouble shoot, and optimize new laboratory protocols

### **Preferred Qualifications:**

- The subculture, maintenance, derivation and characterization of human induced pluripotent stem cells.
- Generation of brain organoid cultures
- Oversight of biomedical laboratory equipment
- a M.S. degree or higher in a related field

**Application Instructions:** To apply submit a resume and cover letter along with the \*\* [SPF Self-Identification Form for Job Applicants](#) to SRL Director Amy Sprowles @ [aes54@humboldt.edu](mailto:aes54@humboldt.edu).

If you have any questions regarding this position email [aes54@humboldt.edu](mailto:aes54@humboldt.edu).

**Application review date: June 15, 2025, position open till filled.**

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://disability.humboldt.edu/>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

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