Incubator Laboratory Manager UAS, 1039
Cal State LA BioSpace

Salary: Salary is commensurate with qualifications and experience.

Work Schedule: This is a full-time, schedule to be determined, exempt position. This position is eligible for benefits. This is a grant-funded position, which expires on or before December 06, 2023, with a possibility of renewal, contingent upon availability of funding.

Reports to: Incubator Director, Cal State LA BioSpace, Cal State University Auxiliary Services Inc., Los Angeles

Location: Los Angeles, CA

Website: https://labiospace.calstatela.edu/

Cal State LA University Auxiliary Services, Inc. (UAS) is seeking an Incubator Laboratory Manager for Cal State LA BioSpace, a business incubator designed to jumpstart bioscience companies and encourage the growth of the bioscience sector in Los Angeles. Opened to portfolio bioscience startup companies from the Los Angeles region, Cal State LA BioSpace provides wet and dry lab space, shared equipment, and expertise to enable startup bioscience businesses to turn their innovations into products and viable businesses. The Incubator Laboratory Manager will be a critical member of a team tasked with the responsibilities of managing the incubator’s operations and programs, recruiting and assisting the startup members/tenants, and engaging with faculty and students on campus as well as entrepreneurs and partners in the Los Angeles ecosystem. This is an exciting opportunity for a highly motivated, detail-oriented individual with an entrepreneurial mindset who enjoys working with early-stage bioscience companies and engaging with the community.

Located prominently at the gateway to the Cal State LA campus, the two-story incubator facility has 20,000 square feet of space, including wet-lab, dry-lab, coworking, and meeting spaces, along with shared equipment. It is designed to house up to 25 companies. The incubator is almost ready to welcome the first batch of bioscience startup companies. The incubator is conveniently located 5 miles from downtown Los Angeles, adjacent to the I-10 and I-710 freeways. The incubator will host programs for its bioscience startups and serve as a hub in the region.

Cal State LA BioSpace builds upon Cal State LA’s highly successful, Cal State LA BioStart Bioscience Entrepreneurs Boot Camp program funded by Economic Development Administration, Cal State LA, and partners, which provides intensive training and mentoring in the areas of business fundamentals, leadership, and bioscience business, and holds a number of networking events. The program has offered training for five cohorts.

As part of the Regional Bioscience Initiative identified in the LA County Bioscience Master Plan, Cal State LA BioSpace is designed to provide lab space, develop talent and commercialize discoveries in the bioscience sector. Multiple partners are engaged in this initiative, and the successful candidate will have a visible role working with those partners and the community.

Cal State LA BioSpace is the central component of the bioscience initiative at Cal State LA, which is a premier, comprehensive university located in the heart of Los Angeles, and dedicated to engagement, service, and the public good. The Equal Opportunity Project has ranked Cal State LA number one in the United States for the upward mobility of its students. Cal State LA is committed to regional growth and prosperity.
**Essential Functions:**

- Participate in developing and refining operating policies and procedures such as the application and selection process for member startups, facility use, programs, access to University resources, and day-to-day facility operations.
- Manage laboratory safety, safety training, and training record upkeep, hazardous materials inventories, and waste disposal, according to established standard operating procedures (SOPs).
- Maintain incubator-owned laboratory and office equipment systems, their utilities, and safety requirements.
- Coordinate equipment installation, maintenance or repairs services, and vendor contracts.
- Maintain inventories for shared-equipment supplies and consumables and coordinate periodic purchases as needed.
- Coordinate tenant orientations, onboarding, and facilities access controls.
- Participate in laboratory/office space planning for new members/tenants.
- Coordinate and maintain the scheduling and use of shared equipment and conference rooms.
- Participate in building and maintaining relationships with faculty, staff, and students, and encourage their participation in Cal State LA BioSpace activities.
- Coordinate with the incubator team and relevant university departments to operate and maintain information technology service networks, telephones, and audio/video services.
- Work with the incubator team to periodically review member/tenant issues and near-term tenant transitions.
- Work with the incubator team to develop and implement strategic programming and events at Cal State LA BioSpace.
- Assist Director of LA BioSpace in developing and implementing a marketing plan that will generate a pipeline of bioscience startups to join the incubator.
- Assist Director of LA BioSpace in developing a plan for financial sustainability.
- Network with partners and others in the Los Angeles ecosystem in order to promote Cal State LA BioSpace (thus occasionally business-related driving is necessary).
- Work closely with the Director of Incubator Development & Programming at Cal State LA to assist the offering of the Bioscience Entrepreneurs Boot Camp.
- Provide advice and assistance to incubator members/tenants on business and technical issues to enable their bioscience businesses to start and grow successfully.
- Participate in implementing programs, services, and events that are designed to enhance the performance of bioscience entrepreneurs and monitor the performance of these activities.
- Engage mentors and subject matter experts that can advise incubator members/tenants.
- Assist members/tenants with access to capital, including forging linkages with angel investors and venture capitalists.
- Participate in efforts to integrate students and faculty into the activities of Cal State LA BioSpace.
- Perform other responsibilities as may be assigned.

**Requirements:**

**Qualifications and Experience:**

- At least four or more years of experience operate and managing a science laboratory.
- Experience in setting up or startup a new laboratory is desirable.
- Previous wet-lab research experience is preferred.
- Organized and detail-oriented manager with excellent time-management skills and problem-solving capabilities.
- Experience in the bioscience, medical, medical device, or related science fields, with bioscience industry working experience a plus.
- Knowledge of business incubation or other programs that support entrepreneurship and business startup is desirable. Preference will be given to experienced managers of entrepreneurial support programs.
The incumbent must have a valid California Driver License, a good driving record, and insured and registered car.
Experience and ability to work in a fast-paced and culturally diverse environment.
Experience in effective multi-tasking and prioritization.
Working knowledge with venture investing is preferred. Experience with government grants, including Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) grants, is desirable.
Possess strong verbal and written communication skills to work effectively with individuals and teams at various levels.
Experience working in a university or other structured environment preferred.
Strong networker and collaborator.
Hard-working, adaptable, and dependable.

**Minimal Education Requirements:**
- Bachelors' Degree required; A graduate degree (M.S. or Ph.D.) preferred.

**Physical Demands:** The incumbent may be required to lift and/or move up to 30 pounds.

The incumbent must demonstrate an interest or ability in working in a multicultural/multietnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on April 8, 2021 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications/resumes are received. A cover letter and resume are required.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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