



**University of Maryland Biotechnology Institute  
Office of Education & Outreach  
Baltimore, Maryland**

**VACANCY ANNOUNCEMENT**

**Title:** Education & Outreach Assistant

**Category:** Exempt, Regular

**Qualifications:** BA/BS in science or education (with science emphasis) + 1 year related experience is required along with: strong organizational skills; strong oral and written communication skills; knowledge of Microsoft Office programs including Outlook, Excel, Word and Powerpoint; strong knowledge of basic biotechnology concepts (including but not limited to DNA and protein gel electrophoresis, transformation, cloning, rflp's, microarrays, pcr, sequencing, cell culture). Lab experience in industry or academia biotechnology lab may be given preference along with knowledge of national and state curriculum standard. K - 12 education experience (formal or informal) may also be given preference.

**Responsibilities:** The position will provide technical assistance to the overall operation and management of the lab-based science education and training programs offered by UMBI. Duties include but are not limited to: Act as lead for laboratory assistant to ensure all kits are prepared and shipped by appropriate dates and assess integrity of equipment and reagents. Assign work, direct activities and answer questions for laboratory assistant(s). Teach (on-site, off-site, students and teachers). Assist teachers in choosing appropriate lab activity for all education and outreach programs, assess teacher eligibility to use program and provide information about E&O activities to customers. Provide technical assistance to customers. Prepare paperwork for out-going kits and contracts for education and outreach programs. Assist with research, development and writing of new curriculum and activities. Revise current lab modules based on teacher feedback and comments. Develop and implement a system to calculate quantities of reagent refills for kits with multiple classes to streamline loaner lab reservation process. Order supplies for all programs and track spending. Other duties as assigned

**Salary:** Commensurate with experience.

**Position Available:** Upon completion of search.

**Applications:** Candidates should submit a letter of application (referencing **position #300412**), resume, and the names and phone numbers of at least three references by email to [jobs@umbi.umd.edu](mailto:jobs@umbi.umd.edu)

**Closing Date:** Application review will begin on **June 4, 2008** and will continue until a suitable candidate is selected.

Visit our website at [www.umbi.umd.edu](http://www.umbi.umd.edu)

UMBI is committed to affirmative action and equal opportunity employment. As required by the 1986 Immigration Act, applicants should be prepared to present acceptable documentation showing their identities, their U.S citizenship or alien status, and their authorization to work in the United States.