

# Scientific Laboratory Management Graduate Fellowship for Chemistry Teaching Labs

## **Overview:**

The Scientific Laboratory Management Fellowship created by the UCI Chemistry Department provides an opportunity for graduate fellows to gain relevant lab management skills in up to 15 different chemistry laboratories throughout the academic year, ranging from general chemistry to inorganic chemistry labs. Fellows interested in lab management will be exposed to 1) project management, including the management of people, budget, and space, 2) scientific materials management and, 3) lab safety management and regulatory compliance.

*An experienced lab manager can maximize lab efficiency by ensuring a safe and well-equipped environment where lab personnel can focus on their work without the distraction of non-related issues. The skills learned through this fellowship are valuable for those interested in the project or laboratory management field for scientific or research laboratories.*

## **Project Management**

Lab managers help to establish the culture and direction of a lab and ensure that lab operations align with short and long term strategic plans. Fellows will help a stockroom staff to accomplish these goals by planning for future lab curriculum changes, developing new lab processes as necessary, and updating standard operating procedures. Duties in this area may include: setting objectives, establishing long term plans, overseeing operations, setting achievable goals and deadlines and oversight of people, budget, and space.

## **Scientific Materials Management**

An essential part of being a lab manager is ensuring that the lab is well stocked and equipped with necessary chemicals, materials, and equipment. A fellow's duties in this area may include: purchasing, chemical and material inventory management, and equipment maintenance and repairs.

## **Lab Safety Management & Regulatory Compliance**

In addition to overseeing the day to day work flow of the lab, lab managers must ensure compliance with any regulatory requirements. Lab managers often review regulatory requirements, draft necessary documents, collect signatures, keep records, and file reports as needed. A fellow's duties in this area may include: overseeing hazardous waste collection and disposal, managing chemical storage and inventory, writing and updating SOPs, providing on-site safety training, and establishing and

promoting safety culture.

### **Expectations and Time Commitment**

This fellowship provides funding for one fellow during the 2021-2022 academic year. Fellows are expected to work up to 20 hours a week. Fellows will be trained by and report to Mel Nguyen, (Senior Stockroom Manager) and will work closely with various teaching faculty, stockroom staff, and undergraduate stockroom assistants. General training will consist of teaching labs tour and orientation, online safety training in UCLC, and participating in stockroom staff training and TA training which will be completed in the weeks prior to the start of the Fall Quarter. Additional training may be conducted throughout the year to help the fellow prepare for specific laboratory needs. Chemistry disciplines covered by the laboratories are as follows:

- General Chemistry (1LC, 1LD, 1LE, 2LA, 2LB, 3LC)
- Organic Chemistry (51LB, 51LC, 51LD, 52LA, 52LB, 52LC, 160L)
- Analytical/Physical Chemistry (152L, 153L)
- Inorganic Chemistry (107L)
- Biochemistry (128L)
- Radiochem (133L)
- Material Science (156L)

Fellows are *not* expected to have expertise in these different areas before starting the fellowship.