

## Job Description

**Job Title:**

Microscopy Imaging Facility Manager, Cell Biology & Anatomy, Cumming School of Medicine

**Job ID:**

9308

**Location:**

Foothills Campus

**Full/Part Time:**

Full-Time

**Regular/Temporary:**

Temporary

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### Position Overview

The **Department of Cell Biology & Anatomy** in the **Cumming School of Medicine** invites applications for a **Microscopy Imaging Facility Manager**. This Full-time Fixed Term position is for approximately 1 year (based on length of grant funding), with the possibility of extension.

This position reports to the Director, HBI Microscopy Imaging Facility and is responsible to ensure the proper installation, maintenance, operation and enhancement of the Facility in a cost effective manner. We expect the individual to work with PIs and trainees to help them adopt new and advanced microscopy approaches.

This position is highly specialized, with emphasis on development and implementation of advanced imaging modalities requiring solid engineering skills.

### Position Description

**Summary of Key Responsibilities** (job functions include but are not limited to):

- Ensures proper training and supervision of all highly specialized equipment in the facility
- Ensures that specialized equipment is operational and must arrange appointments and additional training with instrumentation vendors
- Assists in the design of experimental protocols customized and optimized for a variety of research projects, in consultation with research labs and end-users
- Works to deploy new approaches that will aid labs in the institute
- Works to educate trainees by developing training tools, seminars, and other value-add microscopy skills in collaboration with other Faculty imaging facilities
- Manage financial project provided for operational costs
- Responsible for reliability and safe operation of equipment
- Ensures that all University of Calgary procedures are followed
- Responsible that training on all equipment is conducted in timely and safe manner
- Manage training from the equipment specialists and vendors
- Manages cost controls and is responsible for purchasing additional instruments

## Qualifications / Requirements:

- A college degree in a related field required, and Electronics or Optical Engineering degree is preferred
- Minimum of five years management experience with a focus on imaging technology and instrumentation
- An equivalent combination of education and experience will be considered
- Excellent communications skills, both written and verbal, is required
- Must have a detailed knowledge of the instrumentation used within the biological field
- Must have experience in biological and scientific imaging, confocal imaging and a background in physics/engineering (optics, lasers, programming) will be an asset
- Proven management abilities and strong interpersonal skills in effectively dealing with different people and groups
- Knowledge of principles of leadership, management and administration
- Demonstrated ability to problem solve, analyze data and work with various sources of information
- Must be able to present ideas, problems, solutions and instruction clearly and concisely
- Must be able to motivate staff and deal with faculty concerns, problems and issues
- Handles complex, stressful situations with diplomacy, calmness and good judgment, coaches and assists where appropriate

**Application Deadline:** November 15, 2015

*We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted.*

## Additional Information

This position is part of the AUPE bargaining unit, and falls under the **Technical Job Family, Phase II**.

To find out more about our competitive salaries and benefits, and why we are a great place to work and learn, please visit the [Staff Careers website](#).

## About the University of Calgary

The University of Calgary is a leading Canadian university located in the nation's most enterprising city. The university has a clear strategic direction to become one of Canada's top five research universities by 2016, where research and innovative teaching go hand in hand, and where we fully engage the communities we both serve and lead. This strategy is called *Eyes High*, inspired by the university's Gaelic motto, which translates as 'I will lift up my eyes'. For more information, visit [ucalgary.ca](http://ucalgary.ca).

*The University of Calgary believes that a respectful workplace, equal opportunity and building a diverse workforce contribute to the richness of the environment for teaching, learning and research, and provide faculty, staff, students and the public with a university that reflects the society it serves. We encourage all qualified applicants to apply, however preference will be given to Canadian citizens and permanent residents of Canada.*

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