



## LAB MANAGER POSITION

### BACKGROUND

The [Salmon Watersheds Lab](#) (SWL) at Simon Fraser University (SFU) is a large, collaborative aquatic ecology research lab focused on salmon systems of western Canada. The SWL consists of between 12 and 25 staff and students at any given time, collaborating with more than 40 partner organizations and engaged in research across nine different projects, many of which include fieldwork across British Columbia.

We are currently seeking a Lab Manager with a keen interest in project management and applied aquatic science to serve as an administrator and coordinator to the lab's many members and diverse projects. This position works closely with SWL Principal Investigator, Professor Jonathan Moore, as well as SWL admin staff (a Financial Assistant and Fieldwork Coordinator), and supports all members of the lab, such as Postdoctoral Fellows and Graduate Students. Best suited for a 'jack of all trades,' this role involves maintaining a 360 degree view and planning ahead to ensure the lab runs smoothly. The Lab Manager will also add their administration and project management skills to both internal project, and external and external and collaborative projects that aim to connect science to key experts, rightsholders, and managers. These major initiatives may include the [Watershed Future Initiative \(WFI\)](#), and [Salmon-Net](#).

The ideal candidate is a strong leader and team-player; an organizational whiz and proficient multi-tasker, able to keep a handle on multiple complex projects with varied timelines, deliverables and stakeholders. They are an effective communicator and collaborator at the group and individual level, ideally with experience working with diverse collaborators and partners. Given the evolving and dynamic needs of the lab, the ideal candidate is an adaptable worker capable of learning new skills. Any skills or interest in graphic design and basic marketing and communications is a plus!

### PRIMARY RESPONSIBILITIES

- Administration, such as managing the lab's budget strategy and navigating SFU procedures;
- Project coordination for the lab's external projects.
- Onboarding and managing students, staff and volunteers, including direct supervision of the Financial Assistant and Fieldwork Coordinator;
- Managing partnerships, such as assisting in and leading meetings with external collaborators;
- Tracking SWL responsibilities to partners and funding bodies and reporting on these via annual reports or other outputs;
- Communication activities, such as website upkeep and development;
- Supporting graduate students in planning and managing their research projects when needed.

### POTENTIAL RESPONSIBILITIES/OPPORTUNITIES

An aptitude and interest in one or more of the following areas would be considered a significant asset.

- Event planning and delivery, including: Online and in-person events such as seminars or workshops.



Credit: Julian Gan.



Credit: Jonny Armstrong.



Credit: Fernando Lessa.



# SALMON WATERSHEDS LAB

Ecology & Conservation of Aquatic Systems  
Jonathan Moore and Team



Credit: Jonathan Moore.



Credit: Mikayla More O'Ferrall.

- Communications activities, such as: Delivering science communication products such as press releases, articles for the SWL website and short, visual summary reports.
- Participation in SWL research activities, including: Fieldwork (e.g. habitat measurement, electrofishing, tagging fish, temperature logger retrieval and installation); Organizing and managing data; Assisting in the delivery of research products such as book chapters or peer-reviewed papers.

## DESIRED SKILLS AND QUALIFICATIONS

- Strong project management skills, such as time management, budgeting and collaboration with diverse groups;
- Bachelor's degree in a natural sciences discipline or related field (Masters preferred), or qualifications in business administration or project management with an interest in the natural sciences and conservation;
- Experience working in academic settings and navigating university procedures is a plus;
- Experience producing communication products, event management, and leadership development are also a plus;
- A valid BC driver's license is essential. Experience and qualifications with field work (e.g. boating, first aid) are desirable;
- A valid work permit is required, if not a Canadian citizen or Permanent Resident.

## OTHER INFORMATION

This is a **24-month appointment**, subject to annual review, **with a start date of August 4th, 2023** (some flexibility if needed). The salary for this position is in the range of **\$50,000 to \$60,000 plus benefits**, including extended health benefits, dependent on experience. Longer-term extension based on performance and funding is a strong possibility.

This position requires some in-person work from SFU's Burnaby campus. Therefore, candidates will need to reside in, or relocate to, the Lower Mainland for this position. Please indicate your ideal working arrangements in your application.

## TO APPLY

Applicants should email a CV and a brief cover letter to [adminjwm@sfu.ca](mailto:adminjwm@sfu.ca) with the subject: "Lab Manager Application" to apply. Please apply **by 5 pm PDT on Friday, May 19th, 2023**.

Applications will be reviewed on a rolling basis. Please note that only applicants proceeding to interviews will be contacted by the end of May regarding the outcome of their application.

In addition, please note:

- Your CV (PDF) should reference relevant work and educational experience and contact information for three (3) references;
- Your cover letter (PDF) should be two (2) pages or less and should address:
  - Relevant experience;
  - Why you are interested in the position;
  - Citizenship status and potential available start date.