

Full Job Description (April 20, 2022)

Title: Molecular and Cellular Microscopy Platform Coordinator at the Douglas Mental Health University Institute

Reports To: MCMP directors and Principal Investigators Drs Naguib Mechawar and Claire-Dominique Walker

Overall Responsibility

The MCMP Coordinator oversees all core facility operations including space, safety, equipment and affiliated software and peripherals, creates accounts, oversees the usage tracking system, billing, inventory and ordering of supplies, data management, purchases and users training, technical education and satisfaction.

Characteristic Duties

- Provide consultation on experimental design and expert technical assistance to MCMP users and researchers.
- Orient new users to the facility and facility policies.
- Provide thorough training to users (graduate students, post docs, faculty, and research staff) in basic microscopy theory and practical operation of equipment.
- Maintain records of use and training and compile reports as needed or requested.
- Ensure timely backup of essential data.
- Prepare, review and revise written training materials, policies and protocols.
- Maintain proper inventory and order supplies.
- Perform weekly and as-needed maintenance of equipment, perform as-needed equipment troubleshooting, facilitate service, and repair in a timely manner.
- Interact with vendors and engineers from different companies.
- Work in close collaboration with the Douglas Brain Bank histologist to troubleshoot protocols.
- Perform demos and facility tours as needed.
- Prepare yearly budget narrative, including use statistics and cost and billing evaluations
- Provide advice and guidance during grant writing process and acquisition of new instruments.
- Remain current with trends, equipment and software in the field of light microscopy through reading, attending seminars, courses and visits to other core facilities.
- Proactively consider ways to improve the facility service and operations to provide the highest quality microscopy support and service to the community. Welcome customer feedback and take follow up action to enhance and improve services as may be needed.

Qualifications

- M.Sc. or PhD in biological and/or physical sciences or a related discipline, or equivalent experience.
- 2-5 years of experience working in a biomedical research laboratory with understanding of lab techniques, principles of cell biology and/or neuroscience and light microscopy.
- A working knowledge of design, theory and functioning of microscopy instrumentation and how to can support research goals as put forth by users. Imaging modalities at the MCMP include: brightfield, epifluorescence, laser scanning confocal, laser micro-dissecting, high-throughput slide scanning, stereology, neurotracing and multiphoton imaging.

- Drive and ability to stay current on, and apply advances in the field of light microscopy that can enhance research locally, and support faculty, research support staff and students, by assisting and training them to carry out advanced microscopy techniques in support of their studies.
- Strong computer and record keeping skills for maintaining an up to date facility database and web site.
- Strong written and verbal communications, interpersonal and customer service skills.
- Strong troubleshooting and problem solving skills.
- The ability to work independently under deadlines with minimal guidance, and to work as a team member.
- Excellent administrative and operational skills.
- Must be flexible and demonstrate good skills in instruction and training.
- Ability to work independently and with all levels of internal and external staff.

Job Type: Full-time

Salary: To be discussed

Contact: Please send CVs to Dr. Naguib Mechawar (naguib.mechawar@mcgill.ca)