Operations Supervisor I
COVID19 Early Community Detection Program
Department of Microbiology and Molecular Genetics
Michigan State University

Position Summary

The Operations Supervisor I will be responsible for supervising day-to-day duties for the saliva kit assembly group in the COVID19 Early Community Detection (ECD) Program. During Spring 2021, the ECD program plans to collect +20,000 COVID19 spit/saliva samples from the campus student, faculty and staff population. These duties include oversight of Spartan Spit kit assembly and packaging, as well as sample intake into the laboratory for processing. They will forecast kit production to meet campus orders. The Operations Supervisor I will help to resolve Spit Kit customer issues, while providing recommendations and changes to the Laboratory Manager and ECD committee. They will also help to continuously improve Spit Kit production and implement changes. The Operations Supervisor I will assist and help with the ordering of kit assembly supplies and spit kit components. This position will oversee the Lab Aids, schedule their time and monitor their work, while ensuring proper PPE and safety protocols are followed. This position will also be cross trained to support Spit Kit distribution and sample collection, while facilitating the intersection spit kit production to distribution. Lastly, this position will oversee the day-to-day needs of the inventory management solution that will interface with the lab, kit assembly, drivers, distribution and collection locations. The Operations Supervisor I will be responsible to documenting the EHS training, and site-specific training for all the kit assembly workers.

Unit Specific Education/Experience/Skills

Knowledge normally acquired from specialized training such as that acquired in one year of college, technical, vocational, trade or business school with coursework in biology, chemistry or other related science; one to three years of related and progressively more responsible or expansive work experience in performing tasks related to the area of employment, and may require one to three years supervisory experience; or an equivalent combination of education and experience.

Desired Qualifications

The position requires a Bachelor’s Degree in biology, chemistry, or other science as well as supervisory experience. Working knowledge of Microsoft Office products is also required.

Equal Employment Opportunity Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.

Work Hours

Working hours are 8:00 a.m. - 5:00 p.m. but must be flexible to sometimes work early mornings, evenings or weekends.
Description of End Date

This is an off-dated position funded for 9 months from date of hire with possible extension contingent upon funding renewal.

Summary of Health Risks

Exposure to human saliva/spit samples.

Required Application Materials

Interested applicants should submit a resume and the names and contact information of three references to http://careers.msu.edu posting #682854. Bidding and Eligibility Ends on 11/24/2020 at 11:55 PM