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 operations of the Spit Kit distribution for the COVID19 Early Community Detection Program (ECD). 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 may include oversight of sample collection from campus, and greater East Lansing, as well as sample intake into the laboratory for processing. This position will help oversee kit distribution from the collection sites. In addition, this position oversees the sample drop-off locations, where Spit Kits are distributed to participants. This position will oversee these locations and work with the local staff and IPF to coordinate program needs. This position will also help to deal with customer/participant concerns and issues. The position will help to resolve simple customer service and logistical/operational concerns, while informing and consulting management. The Operations Supervisor I will work with the Laboratory Manager and ECD committee to continuously improve the logistical and operations side of the ECD. They will recommend changes and improvements to the ECD committee and/or Laboratory Manager. This position will be responsible for documenting the EHS training, and site specific training for all the drivers. They will ensure safety and protocol compliance at the collection sites and for the logistical side of the ECD program.

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 #683158. Bidding and Eligibility Ends on 11/24/2020 at 11:55 PM