



## **Rapid Prototyping Lab Manager, Life Sciences Innovation Hub**

### **INNOVATE CALGARY**

CALGARY, ALBERTA

Innovate Calgary is the technology transfer office and business incubator for the University of Calgary. As part of the Office of the Vice-President (Research) portfolio, we work with UCalgary researchers, students, and other members, to help bridge the gap between discovery and innovation.

The Life Sciences Innovation Hub (LSI Hub) at the University of Calgary is a one-of-a-kind facility located within University Research Park. The LSI Hub offers access to space (office, wet and dry labs, prototype maker space), entrepreneurial and business development programming, mentorship, and technical expertise for research-intensive startups and developing companies.

We provide a unique environment for employees by combining a flexible work environment with great exposure to the breadth of the University of Calgary's growing innovation and entrepreneurial ecosystem.

We are currently accepting applications for the following position:

#### **Rapid Prototyping Lab Manager, Life Sciences Innovation Hub**

Reporting to the Director, Life Sciences Innovation Hub, the Rapid Prototyping Lab Manager, will be responsible for the operation and oversight of the rapid prototyping labs.

#### **Key Accountabilities:**

- Operation and oversight of the rapid prototyping labs
- Providing training to new users of prototyping tools
- Working with startups and entrepreneurs to help run prototyping tools and providing advice on material choice and operating conditions
- Management of prototyping lab equipment, including:
  - Calibration
  - Minor repairs and part replacements
  - Cleaning and preventative maintenance
  - Diagnosing and troubleshooting
  - Software and firmware updates
  - Managing warranties and service contracts
- Working within equipment maintenance budget to ensure all equipment is operational
- Ensuring LSIH members are compliant with safety protocols and SOPs and working with them
- Update SOPs and safety protocols as necessary
- Place orders for consumables through the BioBar program, including entering information into accounting software and managing inventory
- Keeping labs clean and presentable
- Supporting the molecular biology lab team as necessary
- Business development – including finding new members, attending events, and helping build the community
- Managing online booking software

**Qualifications and Personal Characteristics:**

- BSc (MSc preferred) in biomedical engineering or other graduate degree with a strong understanding of engineering principles
- Familiarity with rapid prototyping tools
- Solid understanding of medical device development
- Enthusiastic about startups, innovation, and product development
- Excellent interpersonal and communication skills
- An eagerness to provide support to LSIH companies
- Familiarity with University of Calgary professors and processes
- Strong organizational skills
- Great attention to detail
- Good experimental troubleshooting skills

Interested applicants are asked to forward their **resume and cover letter** to [hr@innovatecalgary.com](mailto:hr@innovatecalgary.com).

We thank all applicants for their interest; however, only those persons for whom we need further information, or who are being considered for an interview will be contacted.

**Application closing date:** End of Day, October 17, 2022

*Innovate Calgary is an equal opportunity organization committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally-protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs. Please contact us at [hr@innovatecalgary.com](mailto:hr@innovatecalgary.com) to start a conversation about the different accommodations available.*