

Job Posting

<b>Job ID:</b>	78573108	<b>Company Name:</b>	Texas A&M Veterinary Medical Diagnostic Laboratory
<b>Company Name For Job:</b>	Texas A&M Veterinary Medical Diagnostic Laboratory	<b>Job Disciplines:</b>	Multi-Discipline
<b>Position Title:</b>	Section Head - Molecular Diagnostics	<b>Entry Level:</b>	No
<b>Min Education:</b>	Master's Degree	<b>Workplace Type:</b>	On-Site
<b>Min Experience:</b>	5-7 Years	<b>Job Type:</b>	Full-Time
<b>Required Travel:</b>	0-10%	<b>Job Duration:</b>	Indefinite
		<b>Location(s):</b>	College Station, Texas, 77841, United States

<b>CONTACT INFORMATION</b>			
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<b>Apply URL:</b>	<a href="https://tamus.wd1.myworkdayjobs.com/en-US/TVMDL_External/details/Section-Head---Molecular-Diagnostics_R-084290">https://tamus.wd1.myworkdayjobs.com/en-US/TVMDL_External/details/Section-Head---Molecular-Diagnostics_R-084290</a>		

Job Description

Job Description Summary

The Section Head, under direction, is responsible for daily oversight of the laboratory operations in the Molecular Diagnostics testing section, including budgetary matters, routine and regulatory testing, test development, client communications, quality assurance, safety, and employee well-being. Also responsible for scientific accuracy, completeness, promptness, and generation of associated laboratory results and ensures workflow coordination as well as appropriate and timely personnel management.

Job Requirements

Responsibilities

General Description:

Performs routine testing in the Molecular Diagnostics section when needed. Serves as a subject matter expert in the scientific discipline as appropriate. Ensures timely and accurate implementation of new or modified SOPs. Ensures consistency between TVMDL locations. Develops and validates diagnostic assays, generates and maintains related verification/validation records, and creates associated procedures. Implements new technologies and diagnostic capabilities. Evaluates, selects, and executes standard and advanced scientific techniques used in the Molecular Diagnostics laboratory. Teaches/trains/mentors personnel as needed. Participates as a productive team member in support of TVMDL objectives wherever feasible. Performs additional related duties as required or assigned by supervisor. This role requires performance of routine and non-routine tasks of advanced complexity, regularly exercising independent decision making, the ability to troubleshoot routine and complex problems with and/or without supervision, making recommendations to supervisors, and working with minimal or no supervision.

Sample Prep, Sample Cataloging:

Responsible for organizing timely and accurate sample processing and preparation by section staff. Ensures samples are properly accessioned, entering case data into TVMDL’s laboratory information management system (LIMS) and ensures samples are fit for purpose of test. Files and/or catalogs samples, specimens, or other diagnostic material for archival and validation purposes.

Testing:

Provides scientific oversight for daily diagnostic testing in the section. Serves as the subject matter expert on a discipline(s), technique(s) or diagnostic methodology(ies). Performs or interprets complex assays or techniques for routine and non-routine testing. Works closely with Diagnostic Services/Veterinary Services, Associate Director, Assistant Agency Director for Microbiology, fellow Section Heads, Assistant Section Heads, and Veterinary Pathologists in the coordination and testing of multiply assigned cases. Serves as a section point of contact/subject matter resource for colleagues in other TVMDL sections or locations. Implements steps for resolution of errors or process improvements. Performs testing when needed.

Data Entry, Interpretation, Results:

Reads and records observations, results, and measurements into TVMDL's approved worksheets, checklists, and into the LIMS. Maintains records in a manner so other informed laboratory personnel can always determine the status of a case. Coordinates progress of high consequence cases. Provides analysis and review of unexpected results or results of significance. Provides diagnostic interpretation to clients based on test results and clinical histories. Serves as case coordinator or section point of contact for multiply assigned cases when appropriate. Reviews results from other sections, clarifies conflicting results and provides interpretation as necessary. Reviews and releases results to clients in a manner consistent with TVMDL's published turnaround times. Maintains precise and accurate records of tested cases.

Client Communication:

Provides excellent customer service to laboratory clients. Communicates test results with clients and answers complex questions within competence or triages complex calls from clients to veterinary diagnosticians and appropriate professional staff. Consults with TVMDL colleagues to provide a complete, holistic approach to case management for all clients when appropriate. May participate in meetings with industry representatives to discuss and design research efforts or identify new assays to benefit TVMDL and its clients. Solicits information to better assess the feasibility and need for potential testing. May offer recommendations on sample selection, test selection, collection, shipment, etc. Coordinates test agreements as appropriate. Mitigates client complaints as appropriate.

Quality Assurance & Safety:

Adheres and conforms to quality assurance and safety programs and procedures in the laboratory. Leads by example regarding quality assurance and safety activities. Responsible for safe handling of hazardous chemicals. Actively participates in quality assurance and safety programs. Identifies issues of noncompliance and non-conformance. Serves as owner for all section quality assurance documents. Responsible for aligning processes, when relevant, across agency locations.

Responsible for ensuring solutions to quality assurance and safety issues, including addressing corrective actions, preventative actions, and audit findings. Serves as the laboratory section's representative to Quality Assurance and/or Environmental Health & Safety Committees.

**Write or Edit SOPs, Procedures, Forms, Other Documentation:**

Serves as document manager for SOPs, procedures, forms, workflows, and other quality assurance documents for both local (College Station) and system level Molecular Diagnostics documents; ensures timely and accurate review; responsible for the scientific accuracy and completeness of all quality assurance documents for the section. Communicates with other TVMDL locations and ensures consistency in SOPs, procedures, and test methods. Writes, reviews and/or edits quality assurance documents for section assays and procedures, ensuring proper formatting, content, and compliance with quality assurance requirements. Responsible for the identification, resolution, and implementation of process improvement protocols. Identifies need to edit/update SOPs, procedures, forms, and other documents related to the work in the section. Prepares reports for special assignments.

**Research, Reference Materials, Development:**

Engages in strategic review of new business opportunities which may include literature and market analysis. In collaboration with clients, TVMDL leadership and fellow Section Heads, develops partnerships for new development and business opportunities. Evaluates experimental and technical approaches for development or improvement of molecular assays to expand the section's testing portfolio, for example but not limited to, r[RT]-PCR, sequencing, and bioinformatics workflows. May represent the section on the Test and Research Advisory Council. Attends Research and Development meetings. May lead and/or implement new assay development and validation, including test development, instrument configuration, and documentation of assay protocols, and modifications to existing processes. May apply for external grant funding. Performs data collection and data analysis, as well as draft manuscripts for publication. Writes journal articles and presents scientific sessions documenting research discoveries. Periodically reviews current scientific literature and/or attends scientific and professional meetings to maintain awareness of developments in Bacteriology/Mycology and/or promotes efficient use of Bacteriology/Mycology services by practitioners and producers.

**Supplies, Stock, Inventory, Equipment:**

Responsible for the fiscal management of section expenses. Works closely with Finance staff and section leadership to adhere to procurement and purchasing procedures. Approves purchases of supplies for the section. Works with section leadership, ensures timely maintenance and repair of equipment, and recommends maintenance agreements and vendors for long term viability of equipment.

**Administrative Roles:**

May serve as liaison with regulatory agencies at the local, state, and federal levels when appropriate. May interact with industry groups in the pursuit of improved relationships and collaboration. May testify in legal and administrative proceedings on behalf of the agency, as requested. Interprets industry policies as well as state, national, and international law as applicable and appropriate. In collaboration with the Assistant Agency Director for Finance and TVMDL leadership, establishes and manages the section budget. Monitors the section caseload, noting changes in workload. Proactively explores methods to increase revenue and decrease expenses when appropriate. Responsible for proactively developing and implementing section policies and procedures. Leads strategic planning efforts for the section. Liaisons with agency management on all projects, providing timely and relevant updates on section progress, challenges, opportunities, and needs. Represents the section and/or agency on internal or external task forces, committees and work groups as designated by agency management. Assists or leads the monitoring and record keeping for legal cases and "hold" cases.

**Training and Mentorship:**

Responsible for ensuring appropriate, adequate, timely and routine training amongst section staff, to include scientific, technical, managerial, and leadership competencies. Responsible for ensuring proficiency testing of all employees within the Molecular Diagnostics Section in College Station. Creates and administers testing and training in the quality management software program. Responsible for maintenance of training records for direct reports. Identifies further training needs and ensures training is completed in a timely manner. Provides backup to section staff in the event of absences. Successfully completes proficiency tests for assigned assays.

**Supervisory, Evaluation, Employee Support:**

Responsible for staff recruitment, hiring, supervision, evaluation, counseling, development and termination for Student Assistants, Technicians, Lab Supervisors, and Scientists. Recommends promotions, re-classifications, and salary actions for direct reports. Develops justification and maintains documentation for all personnel actions. Provides proactive, collaborative, and effective direct oversight and leadership to direct reports. Ensures employee actions comply with Texas A&M System and TVMDL rules, regulations, policies and procedures. Creates an ethical, non-discriminatory, positive, and safe work environment. Proactively identifies and addresses personnel issues, manages conflict, and responds to grievances. Investigates complaints or performance concerns. Communicates regular updates and shares agency-wide strategic information with all staff reporting through chain of command. Serves as an advocate for employee issues with colleagues and agency management. Determines appropriate and equitable distribution of work assignments to meet advertised turnaround times, quality assurance, safety and overall TVMDL objectives. Ensures employees provide high quality, consistent and positive customer service to laboratory clients and colleagues. Reviews and approves time sheets, leave requests and other personnel requests. Sets and approves staffing schedules to ensure adequate laboratory staff.

**Supervising other Managers:**

Directly manages and coordinates the efforts of other supervisors in the section (when applicable). Ensures effective and appropriate management and leadership by subordinate supervisors. Provides coaching, training, and mentorship to support professional development for subordinate supervisors and the supervisor's employees. Responsible for assisting supervisors in preparation for opportunities for promotion.

**Teamwork & Cooperation:**

Fosters laboratory teamwork, cooperation, professional standards, and communication. May participate in flex scheduling, including work prior to 8 AM, after 5 PM, on weekends or on holidays. Participates in TVMDL TIPS monthly meetings. Disseminates relevant information from Quality Assurance, Safety, and TIPS meetings, as appropriate, to section staff and colleagues. Collaborates with colleagues in other sections, TVMDL locations and other diagnostic laboratories across the country in development and pursuit of scientific advancement. Participates in industry-recognized meetings and affiliations to gain knowledge within the relevant scientific disciplines and industries.

**Other:**

Work shall be performed with adherence to federal, state, Texas A&M University System, and TVMDL safety rules, regulations, policies, and procedures. Performs work in such a way as to not expose others or self to hazards that are avoidable by reasonable and approved methods. Works in conjunction with Diagnostic Services and Marketing to actively promote new or modified tests, TVMDL services or other client-education topics by writing and/or editing copy, speaking at conferences or meetings, or by participating in TVMDL-sponsored exhibit shows as appropriate. Assists/hosts/leads programs for 4-H students, career fairs, student tours and other lab guests. Serves as an instructor for 4th year veterinary students in Diagnostics rotation and/or Food Animal track rotations, collaborating with TVMDL veterinarians to educate students in best practices for formulating differential diagnoses, test selection, sample submission, and results interpretation. Performs other job-related duties as required.

**Additional Position Details:**

- This position is eligible for a partially remote work arrangement for up to 16 hours per week. The incumbent may may choose to participate in flex scheduling including work prior to 8 AM or after 5 PM.
- TVMDL is located on the campus of Texas A&M University (TAMU). Parking permits are available from TAMU at the expense of the employee.
- TVMDL is considered an essential component of the Texas A&M University System (TAMUS) and remains operational for several “open holidays” in which overtime or compensatory time may be earned.
- This position requires a pre-exposure rabies vaccination series; TVMDL will cover all costs.
- All veterinarians employed at TVMDL are required to obtain either a full license or a special license from the Texas Board of Veterinary Medical Examiners (TBVME).
- TVMDL employees are eligible for the Public Service Loan Forgiveness (PSLF) Program administered by the US Department of Education.

## Qualifications

**Required Education and Experience:**

- Doctor of Veterinary Medicine (DVM) or Master’s/Ph.D. in related field or equivalent combination of education and experience.
- Five years of related experience.

**Required Knowledge, Skills and Abilities:**

- Advanced knowledge of section-specific discipline.
- Knowledge of quality assurance and safety programs in a laboratory.
- Able to perform assigned assays with no technical supervision and considerable independent decision making.
- Excellent verbal and written communication skills
- Strong managerial skills. Strong leadership ability.
- Ensures attention to detail.
- Ability to multitask and work cooperatively with others.

**Preferred Education and Experience:**

- Seven or more years of experience in molecular testing, specifically PCR, of microbes (diagnostics, research, or experimental work in a related field).
- Experience creating, validating, and using molecular assays for the detection and/or characterization of bacterial, viral, fungal, and/or parasitic organisms.
- Experience with next-generation sequencing, bioinformatics, primer/probe design, genome assembly workflows.
- Prior professional experience as a manager, preferably within a diagnostic laboratory.

**Preferred Knowledge, Skills and Abilities:**

- Knowledge of quality assurance, quality documentation, and safety programs in a laboratory.
- Advanced knowledge of molecular diagnostic methods (e.g. conventional and real time PCR, sequencing, etc.) for the diagnosis of bacterial, viral, and/or fungal pathogens.
- Knowledge of viral, bacterial, fungal, and/or parasitic pathogens’ biology and ecology, veterinary and zoonotic diseases. Thorough knowledge of laboratory concepts, practices, and standard procedures.
- Proficiency in the operation and maintenance of various laboratory equipment, including but not limited to high and low throughput nucleic acid extraction units, real time PCR thermal cyclers, and sequencing platforms. Demonstrated proficiency in using molecular techniques and assays, specifically PCR, in high throughput settings.
- Demonstrated skill in creating de novo molecular assays for the detection of various pathogens.
- Remains calm under pressure, works effectively in fast-paced environments. Able to multi-task and establish effective working relationships.
- Takes initiative and works with highest attention to detail. Well organized, has demonstrated success in assuming increasing responsibilities.
- Effectively works individually and as part of a team to solve complex tasks. Able to effectively manage time and meet strict deadlines.

- Communicates constructively with team and supervisors. Able to make sound, independent, and timely decisions.
- Follows established procedure, implements steps for troubleshooting assays and equipment, and takes necessary steps to resolve error or improve processes/procedures.

**Preferred Licenses, Certifications, Registrations:**

- Board certification or eligibility to sit for specialty examination by the American College of Veterinary Microbiology (ACVM).

**How to Apply:**

A cover letter, resume/CV, and contact information for three professional references(to include at least one previous supervisor)are required to successfully apply for this position. Applicants may upload all three on the application under CV/resume, pre-populate the online application using a LinkedIn profile, or attach the documents.Failure to provide all job application data or a complete resume could result in an invalid submission and a rejected application.

Closed-toed shoes and long pants are required attire for the laboratory environment.

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All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution’s verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

*Equal Opportunity/Veterans/Disability Employer*

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