

**Gene Editing Institute – Christiana Care  
Job Specification**

<b>TITLE: Education Program Coordinator</b>	<b>CODE: 25332</b>	<b>GRADE: 46</b>
<b>DEPT: Gene Editing Institute (cc 10676)</b>	<b>LOCATION: HFGCC</b>	

**PRIMARY FUNCTION:**

ChristianaCare's Gene Editing Institute (GEI) is expanding its Education and Outreach program which develops educational resources, workshops, and learning opportunities centered on the scientific and practical aspects of CRISPR gene editing. GEI's Education and Outreach program seeks to engage high schools, colleges, and the broader community to expand knowledge and exposure to cutting edge gene editing and CRISPR technology. The Gene Editing Institute seeks to hire a talented and highly motivated self-starter who seeks to build and expand external partnerships, understands molecular biology techniques, and is capable in conveying scientific information to diverse audiences.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Reporting to GEI's Education Program Manager, individual will support the growth expansion of GEI's Education Program.
- Successful candidates will independently run instructional workshops focused on CRISPR gene editing and CRISPR in a Box™.
- Have an understanding of molecular biology, including hands-on experience performing routine molecular and biochemical assays with an educational/teaching module focus.
- Provide technical support to existing customers and partners while assisting in the establishment of new partnerships.
- Must be proficient with Microsoft office suite (Word, Excel, Power Point, Teams), detail oriented, and organized.
- Coordinate ordering processes and oversee vendor relationship for CRISPR in a Box™ and other program materials as necessary.
- Present information related to CRISPR in a Box™ to partners via in-person discussions and through other means of communication (*i.e.* video calls, emails etc) in a professional manner.
- Assist with grant reporting.

Scientific Skills Required:

- Bacterial culturing, transformation, and subculturing; design, optimize, and execute PCR reactions, DNA isolation, purification, and quantification, and running gel electrophoresis.
- Understanding of scientific processes and procedures, must maintain highly organized and technical laboratory notebook, when necessary.
- Close communication with all involved team members and supervisors.
- Previous experience working with DNA sequencing (Sanger sequencing) and CRISPR/Cas is a plus, but not mandatory, maintenance of laboratory equipment.

- Collect, analyze, and present research findings and updates during lab meetings.
- Perform assigned work safely, adhering to established departmental safety rules and practices; report to Education Program Manager, in a timely manner, any unsafe activities, conditions, hazards, or safety violations that may cause injury to oneself, other employees, patients and visitors.

**SCOPE, PURPOSE, AND FREQUENCY OF CONTACTS:**

Scientific opinions and discussion to collaborators.

**DIRECTION/SUPERVISION OF OTHERS:**

N/A

**DIRECTION/SUPERVISION RECEIVED:**

Education Program Manager / Executive Director, Chief Scientific Officer of the Gene Editing Institute

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Bachelor's degree in molecular biology, biochemistry, biological sciences, or related field with 3 – 7 years of work experience or MS with 1 – 5 years of work experience

Experience with managing multiple assignments simultaneously and variety of molecular biology techniques

Experience in fast-paced environment is preferred

Experience with CRISPR gene editing is preferred

**KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:**

Experience working with diverse sets of stakeholders – including but not limited to students, educators, funders, and investors is preferred

Basic knowledge and technical skill in molecular biology, understanding and familiarity with standard molecular techniques with the ability to instruct those skills at various levels of education (high school, college, and to the community).

Strong troubleshooting and problem-solving skills; detail oriented and organized, skilled in effective communication in reporting to team members, supervisors, current and new partners, and existing CRISPR in a Box™ customers.

Ability to work independently and as part of a team with the ability to work autonomously performing routine laboratory functions and instruct workshops independently.

Able to maintain high accuracy and thoroughness while conducting experiments – translate this information for various levels of educators to understand.

Capable of presenting research findings and collected data effectively.

**SPECIAL REQUIREMENTS:**

n/a

**PHYSICAL DEMANDS:**

Frequent sitting, standing, and walking with or without reasonable accommodation for physical disabilities

**WORKING CONDITIONS:**

Office and laboratory settings

**E.E.O.C.: 2**

**EXEMPT**

**APPROVALS:**

**DEPT. HEAD:** Eric Kmiec, Director Gene Editing  
Institute

**EFFECTIVE DATE:** 10/01/2020

**HUMAN** Megan Riley, Sr. Compensation Analyst

10/01/2020

**RESOURCES:**

**REVISION DATE:**