Help reinvent University Administration

The Division of Science has two job openings currently listed on the Brandeis Careers website. Help us find the right candidates for these jobs! Successful candidates will get to work with our diverse and dedicated staff, faculty and grad students. We're all about finding new and better ways to make science at Brandeis run smoothly and efficiently.

Jobs currently available:

1. **Personnel and Business Design Administrator (job ID 524231 at [https://careers.brandeis.edu/staffjobs/](https://careers.brandeis.edu/staffjobs/))**:
   - Work with the Director of the Division of Science Personnel Group to oversee Personnel business functions to ensure secure, efficient and compliant administration of staff and postdocs involved in the research mission within the Division.
   - Work with the Director of the Division of Science Business Process Redesign to analyze and improve Business Processes. In this capacity, serve as project manager for initiatives and act as Division of Science liaison to other groups involved in the process improvements.

2. **Undergraduate Biology Laboratory Supporting Technician (job ID 524183 at [https://careers.brandeis.edu/staffjobs/](https://careers.brandeis.edu/staffjobs/))**:
   - The primary purpose of this job is to prepare media and material for the undergraduate biology teaching labs. This person also needs to be highly organized, flexible, and efficient. Assisting in all other aspects of preparatory work and general lab maintenance is expected.