Team Lead – Industrial Ecology Research Lab (IERL) / Kendall Lab

The Team Lead organizes research team meetings. These meetings enable team members and current IE GAC students to discuss specific topics related to their research. The meetings also provide an opportunity for the student to contribute to discussions about current issues, research design and methods, and innovative ways to advance the field of industrial ecology and applications to real-world problems.

The team lead will also be responsible for managing the laboratory, and maintaining communications materials. The Team Lead will delegate and coordinate with IERL members, including the IERL Website Manager, to effectively execute these responsibilities. The Team Lead must be a member of the IERL / Kendall Lab, in residence and be willing to serve for a minimum of two academic quarters.

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SUMMARY OF KEY RESPONSIBILITIES

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TEAM MEETINGS

The Team Lead organizes bi-weekly (or monthly) Research Team Meetings:

- Coordinate appropriate space in Ghausi Hall or Kemper Hall for meetings through CEE office
- Include all IE GAC students in research team meeting communications and ensure participation in UC Davis IERL meetings
- Conduct outreach to new/prospective IE GAC students and welcome them to IERL meetings
- Organize IE GAC student oral presentation schedule[1]
- Coordinate research subgroup presentation schedule

LABORATORY MANAGEMENT

The Team Lead manages information technology and equipment for IERL / Kendall Lab:

(1) Familiarize new students with the lab and research team members
(2) Manage lab software and computers
- Team Lead will keep an updated written record of the software/licenses/updates/etc. installed on the lab computers for the reference of future Team Leads and Prof. Kendall.
- Facilitate annual purchase or update to research software
- Solicit needs for lab software licenses from research team members
- Work with Prof. Kendall to purchase laboratory equipment, including software licenses, and maintain appropriate number of licenses for ongoing research

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[1] During their course of study (typically a 2–4 year period), each GAC student will need to present their research to the research team for peer review and comment during one of the scheduled bi-weekly (or monthly) meetings.

(3) Maintain IERL Shared Drive Google Drive Shared Folders
- The Team Lead manages shared resources through google drive
- Update privileges and familiarize new members with available resources
- Ensure presentation materials are archived and made available
- Update laboratory governance and organizational materials

IE Communications Website Management

The Team Lead oversees communications for the IERL:

- The IERL website manager reports to the Team Lead
- The Team Lead will work with the IERL website manager to ensure web content is updated, as well as highlighting research efforts and external engagement
- Solicit support from IERL team members for social media and other individual outreach efforts
- Update student profiles and manage alumni lists for IE GAC