The Sean N. Parker Center for Allergy and Asthma Research at Stanford University is seeking two Laboratory Assistants to support the GMP facility with the preparation of Oral Immunotherapy products.

**Responsibilities include:**

- Responsible for complying with Good Manufacturing Practices (GMP) regulations including verifying food manufacturing process, weighing of flours and powders used for patient doses of allergen, maintaining appropriate documentations based on respective studies cleanliness of the GMP facility, equipment verification, and process validation. Assist with programs regulatory audits and provide necessary reporting and documentation.
- GMP support duties include: Update and chart patient dosing and log information into electronic data system. Review for accuracy.
- Maintain stock control and inventory of Allergens and other supplies for the GMP facility. Keep records, for reordering, tracking down missing items, etc. Oversee shipment of flours to appropriate labs for testing and analysis. Responsible for cleanliness of the GMP facility, equipment verification, process validation.

**Required qualifications:**

- Familiar with QC principles and acceptable method for complying with the statutory requirements of a GMP
- Excellent organizational skills and demonstrated ability to complete detailed work with a minimum of error, troubleshoot unplanned situations and complete duties with limited supervision
- Demonstrated initiative and good judgment,
- Demonstrated ability to work well with Stanford colleagues and clients and with external organizations.
- Demonstrated commitment to personal responsibility and value for safety, shown through communication of safety concerns and the use and promotion of safe behaviors based on training and lessons learned.
- Demonstrated ability to handle confidential and sensitive information (written and verbal) with tact and diplomacy.
- Ability to communicate in English, both verbally and in writing.
- Ability to follow standard operating procedures to prioritize tasks
- Ability to apply HIPAA training in all work interactions (verbal and written)
- Understanding of GMP facility processes
• High school diploma or equivalent and at one year of relevant experience. Additional education including college level laboratory courses desired.

**Desired qualifications:**

• Strongly prefer applicants with experience working with food allergy patients.

Job Group: Bargaining Unit  
Job Family: Scientific and Technical Services  
Job Series: Laboratory Assistant  
Job Code: 5794  
Grade: A16  
FLSA: Non-exempt/Hourly  
Schedule: Full-time