

Research Coordinator

Interested applicants should respond with a letter of intent and resume to: rachel@biofuels.coop, greg@biofuels.coop, xfan@biofuels.coop. Successful applicants will have in-person interviews at the Piedmont Biofuels campus in Pittsboro, North Carolina. The research coordinator seeks, performs, and organizes research. This is a grant and contract funded position. As research coordinator, you will interact with the lab manager for analysis, troubleshooting, and second opinions of research projects. The work itself is creative problem solving – developing methods, techniques, and products to solve problems in the biodiesel industry. Enzymatic catalyst research for biodiesel production is the focus of the position for the next 2 years, but future work is based on ability, interest, and availability. This is an extremely self-directed and varied job, from experimental set-up to analysis to grant writing to presenting/publishing findings. Must be a life-long learner, not afraid to delve into new topics, and able to absorb and analyze information quickly both in verbal and written form. Must be proficient and fast in Excel, and additional data analysis tools like SAS are a plus.

Responsibilities:

- Work as a partner with the Lab Manager and Analytics Coordinator in developing the Research and Development department.
- Design and execute experimental plans for biodiesel catalyst research, specifically enzymatic technology and high temperature heterogeneous catalysts.
- Perform ASTM tests on biodiesel samples from experiments and develop alternative methods when necessary.
- Analyze and prepare data for monthly reports with research partners
- Writing and reporting for grant-funded projects
- Maintain the research lab, do purchasing/reimbursements for research projects, effectively track costs for auditing on grants

Skills:

- Must be able to hit deadlines on projects with uncertain outcomes
- Must be able to solve problems, think creatively, and find optimal solutions
- Must be able to work independently, know when/how to ask for help or get second opinions
- Must be self-motivated and be willing to work extra hours when necessary to hit deadlines
- Should be skilled in data analysis (in SAS, Excel, other programs would be a plus).
- Should have knowledge of biodiesel, oleochemistry, organic chemistry, experimental design/research, creative problem solving
- Good people person, must effectively express complicated concepts to a group
- Critical thinking and writing skills, for technical grant and proposal writing