

POSITION VACANCY



PACIFIC LUTHERAN UNIVERSITY

www.plu.edu/employment | 253-535-7185

A private institution with approximately 3,300 students, Pacific Lutheran University employs nearly 800 faculty, staff and administrators. The university embraces its primary mission of educating students for lives of thoughtful inquiry, service, leadership and care - for other people, for their communities, and for the Earth.

The university is just moments from downtown Tacoma, and only 50 minutes from Seattle. Pacific Lutheran University embraces the goal of equal opportunity and affirmative action and actively encourages applications from women and minorities.

EEO/AA EMPLOYER

PLU does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in its programs and activities.

The following person has been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, PLU Human Resources, Tacoma, WA 98447; 253-535-7187.



Jobline

253-535-8598

humr@plu.edu

Tacoma, WA 98447-0003

POSITION: Laboratory Manager – Chemistry
NOTICE DATE: July 27, 2018
CLOSING DATE: When a sufficient number of qualified applicants have been identified.
SALARY: S09; Non-Exempt; \$18.20-\$20.44 per hour, DOE + excellent benefits.
WORK SCHEDULE: FT; Mon.-Fri.; 8am-5pm. Some evenings and weekends may be required.

GENERAL DESCRIPTION:

The Laboratory Manager ensures that the chemistry laboratory curriculum and student-faculty research projects operate efficiently and safely. The primary job functions are managing laboratory program delivery, coordinating the acquisition of chemicals and supplies, managing student employment positions, maintaining accurate records regarding budget, purchasing, and hazardous waste management, and coordinating the department's safety and maintenance activities. This position reports to the Chair of Chemistry.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Act as Safety Coordinator and Chemical Hygiene Officer for the department.
- Prepare reagents, equipment, and instruments for laboratory course experiments.
- Supervise undergraduate teaching and stockroom assistants, including oversight of hiring and safety training.
- Manage accurate, up-to-date chemical inventory and compliance in the storage and processing of hazardous materials and waste.
- Provide operational management of the stockrooms and other lab spaces.
- Monitor and maintain stock of chemicals, supplies, and glassware.
- Coordinate purchases with vendors in conjunction with other division and university staff members.
- Perform routine maintenance procedures for upkeep of instruments and equipment.
- Coordinate instrument and equipment repairs.
- Maintain appropriate training/certification for hazardous waste and chemical hygiene duties.
- Respond to off-hours emergencies on campus as necessary.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of chemistry laboratory techniques, safety procedures, and policies in the proper handling of hazardous materials.
- Ability to work effectively both independently and as a team member in a diverse academic community of undergraduate students, faculty, and staff members.
- Ability to manage multiple projects concurrently, set and meet deadlines, and adapt to changing situations, priorities, and technologies.
- Strong initiative, organizational skills, and problem-solving capabilities.
- Knowledge of inventory, database, and budgeting software.

REQUIRED QUALIFICATIONS:

1. Associate's degree.
2. 2 years of job-related work experience.
3. Familiarity with laboratory safety protocols along with WA state and federal regulations.
4. Finalist applicants must satisfactorily complete pre-employment background check.

PREFERRED QUALIFICATIONS:

- Advanced degree in chemistry or a related discipline.
- Previous experience managing a laboratory.

APPLICATION PROCEDURE:

Submit application, cover letter, resume, and list of 3 references at: <http://employment.plu.edu>