

Assistant Manager Polymer Testing**Job ID #: 8744****Full/Part Time: Full-Time****Regular/Temporary: Regular****Responsibilities**

Promote, manage and execute the College of Polymer Science and Polymer Engineering's contract testing projects including outreach for clients, quotation of projects, test execution and reporting. Perform research and testing procedures including generating professional technical reports and providing data analysis. Act as a contact for outside stakeholders and a liaison for various testing facilities throughout the campus. Cooperate with other departments and organizations as needed to exchange information and effectively manage technical projects.

Assist Manager in oversight of the work activities of the research center's personnel and staff while monitoring the allocation of resources for different projects. Generate quotations for customer needs. Assess the requirements, seek appropriate resources and determine budget and timeline. Deliver quotations to customers in a timely manner. Proactively pursue opportunities for contracts through industry, economic development groups and other avenues.

Assist in the promotion of the Applied Polymer Research Center by managing and staffing booths at trade shows, developing newsletters, media outreach and promotional materials.

Maintain and enrich analytical and testing capabilities using internal service lab, other CPSPE and external resources. Pursue funding opportunities to expand capabilities.

Required Qualifications

A relevant Bachelor's Degree and a minimum of two (2) years of experience in analytical services and a minimum of two (2) years experience working in the Polymer Science field performing management and accounting functions. Strong communication skills and proper knowledge of related scientific instrumentation. Ability to perform research and prepare and disseminate information to clients.

Preferred Qualifications

Prior supervisory experience.

Salary

Competitive

Comments

This is a full-time temporary position and is subject to the availability of funding, the employment needs of the University and the employee's ability to meet established standards of job performance.

Application Deadline

Open until filled

To apply to the job opening go to: <http://www.uakron.edu/hr/jobs.dot>