Manager Labs and Shops

Responsibilities

The mission of this position is to oversee the common laboratory equipment as well as manage the skilled trades operations throughout the College of Polymer Science and Polymer Engineering. The position supports student training through creation and implementation of standard operating procedures, and by providing functional guidance. The Manager Labs and Shops will implement best practice policies in both technical and accounting arenas. Shop services will be categorized, tracked, and billed appropriately back to users. The position will consolidate reporting of all shop statistics and general lab use. There is a supervisory component over 4 direct reports.

This position will support student training on laboratory equipment. Creates and implements standard operating procedures for common use equipment. Provides functional guidance on equipment to students. Operates equipment and interprets results as needed. Implements laboratory policies and procedures; recommends best practices. Assist the finance office to develop and maintain a business model cost structure/chargeback service for internal and external operations. Categorizes, tracks, and reports on laboratory and shop service usage to enable the chargeback process. Coordinates reporting across each function. Supervise the work activities of reporting staff members as well as students while performing daily routines and prepare various reports as well as other duties as assigned.

Required Qualifications

A relevant Bachelors Degree and a minimum of seven (7) years' experience operating and maintaining instrumentation and equipment in a research laboratory environment, including management of laboratory facilities. Strong communication, organizational, and computer skills including word processing, spreadsheet, and database. Prior supervisory experience of exempt technical staff as well as knowledge of skilled trades.

Preferred Qualifications

A relevant Master's or Ph.D degree. Specific instrumentation experience includes, but is not limited to: DSC, TGA, GPC, AFM, rheometers, tensometers, and polymer processing equipment. Knowledge of chargeback billing and accounting for laboratory services is desired.

Application Instructions
To apply for this position, you must complete the on-line application and attach a cover letter and curriculum vitae to your profile.

Go to "My Career Tools" on the Careers home page and upload the required documents under the link "Cover Letters and Attachments".

Applicants should fully describe their qualifications and experience with reference to the minimum and preferred qualifications. This is the information on which the initial review of materials will be based. A resume may be submitted but will not be accepted in place of any information requested on the application. For assistance with your application or attachments please call 330-972-5988.

About UA

Located in Akron, Ohio, The University of Akron (UA) is one of the largest employers in the region and offers an array of employment opportunities. Here you'll find a metropolitan setting that places you in the heart of a dynamic, regional economy, and in sync with the pulse of business, government and the community.

We're committed to achieving a diverse faculty and staff by including individuals from varied backgrounds and characteristics, including age, gender, religion, ethnicity, disability, national origin, sexual orientation and socioeconomic background. We're also committed to offering competitive salary and benefits packages to qualified candidates.

Application Deadline

Open until filled. Review of applications will begin July 1, 2015.

Background Check

The University of Akron is committed to providing a safe environment for all students and employees. The university endeavors to protect the health, welfare and safety of all students, employees and visitors on our campus. As such, the university will conduct a pre-employment background check for all applicants selected for employment.

Equal Employment Opportunity

The University of Akron is an equal education and employment institution. It is the policy of this institution that there shall be no unlawful discrimination against any individual in employment or in its programs or activities at The University of Akron because of race, color, religion, sex, age, national or ethnic origin, sexual orientation, gender identity, disability, genetic information or status as a veteran. The University is also committed to the principles of affirmation action and acts in accordance with state and federal laws.

Salary

Competitive