Title: Instrumentation Specialist (Electronics-Machining)  

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, plan and execute the design and maintenance of new and existing scientific instrumentation for use in lab research and/or instruction.

Characteristic Duties

- Plan and execute the design and maintenance of new and existing scientific instrumentation for use in lab research and/or instruction.
- Develop the design for new or modified electronic/mechanical/optical instrumentation.
- Direct the purchase of necessary components to implement design.
- Coordinate fabrication of scientific instrumentation.
- Participate in, or oversee the installation and maintenance of new, modified, and/or existing scientific instrumentation.
- Assist in directing faculty and students in those parts of their research projects involving fabrication of scientific instrumentation.
- Maintain inventory of electronic equipment and requisition replacement pats if necessary.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in the design and/or service of instrumentation. Experience may also require at least one (1) year supervision.

Last updated: February 1985

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