Title: Manager, College Laboratory

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, responsible for technical management of research facilities and laboratories in a university academic/research department. Assumes primary responsibility for building operations.

Characteristic Duties

- Manage research/instructional support facilities and laboratories. Includes development, construction and setup of new facilities and equipment.
- Serve as liaison to other university departments, vendors and outside contractors.
- Plan for future changes and expenses in shops and facilities.
- Responsible for procurement activities in shops, labs and stockrooms.
- Design and engineer mechanical systems for research.
- Oversee instruction of graduate/undergraduate students in labs and shops.
- Build technical apparatus as needed.
- Assist faculty in setting up lab courses.
- May 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 and three (3) years experience; -OR- Associate’s degree and (5) years experience; -OR- seven (7) years experience. Degree must be in a related field. Experience must be in a laboratory environment or based on college/department requirements. Experience must also include at least three years supervision. Some positions may require a current/valid RN license to practice in the state of Ohio.