Summary of Position:

The Medical Laboratory Sciences Department is looking to hire a part-time Lab Manager to oversee their teaching laboratory spaces. This person is responsible for ensuring safe practices, procedures, and policies are developed and maintained for both the students and faculty involved in teaching laboratories. This person will also be responsible for making sure adequate supplies are available for student laboratories.

Principal Duties and Responsibilities:

Identify the average % time spent on each area.

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<th>15%</th>
<th>Safety Officer</th>
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<td>Make sure we are compliant with safety protocols. Do self-inspection. Schedule and attend inspections.</td>
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<td>Coordinate student and faculty safety training including new employee and yearly requirements as well as lab specific student training.</td>
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<td>Maintains a safe work environment for students, faculty, and staff by having a working knowledge of chemicals and biological hazards</td>
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30% **Teaching Laboratory and prep room maintenance**
- Coordinating/scheduling calibration and maintenance of instrumentation
- Coordinating lab and prep room cleaning, organization, and purging
- Manages the collection, inventory, and disposal of chemical and biological hazardous waste materials

30% **Ordering and receiving for General and specific MLS courses**
- Maintaining general inventory supply
- Coordinating with course directors to order laboratory specific supplies
- Tracking costs in courses to help to calculate student lab fees
- Coordinates with teaching faculty and other individuals and committees to provide or share in laboratory services

20% **Hiring and Managing Lab Attendants**

5% **Miscellaneous Moos Tower office tasks**

**Work arrangements:**

This role is offered as an on-campus position where you are required to be onsite at our Twin Cities, MN campus on a regular basis. There is the ability for some flexibility with this requirement as some job duties can be done remotely. The specific schedule will be determined between you and your supervisor.

**Working Conditions:**

The majority of the work in this position is performed in a general lab/office setting.

**Required Qualifications:**

- High school graduation plus two years college coursework in an appropriate scientific field and a minimum of two years of work experience
- Two years of experience working in a laboratory setting and working with chemicals
- Ability to read, write, and understand English
- Ability to occasionally lift up to 50 lbs

**Preferred Qualifications:**

- Bachelor’s or Master’s degree in a relevant field or certification as a medical laboratory technician
- Extended experience setting up and organizing various types of college science teaching labs
- Budgeting skills, experience ordering and maintaining hazardous materials
- Experience supervising undergraduate students in a laboratory setting
- Experience using MS Office and Google Suites
- Demonstrated hardware interface skills; and excellent communication/time management/interpersonal skills.

**Supervision:**

The person hired into this role will supervise 1-2 student employees at a time.

* The Employer retains the right to change or assign other duties to this position.

**To Apply:**

UMN Applicant: [https://hr.myu.umn.edu/jobs/int/359046](https://hr.myu.umn.edu/jobs/int/359046)

Non UMN Applicant: [https://hr.myu.umn.edu/jobs/ext/359046](https://hr.myu.umn.edu/jobs/ext/359046)

An attached cover letter and resume are required for this position.