



WEST VIRGINIA STATE UNIVERSITY

Academic Lab Manager III Department of Chemistry and Physics

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

West Virginia State University is seeking a dedicated candidate for the position of Academic Lab Manager III for the Department of Chemistry and Physics. This is a non-classified, non-exempt, full time, benefits eligible position. This position assists the faculty within the department to set up and conduct teaching laboratories as well as maintain the departmental laboratories safety, hygiene, and records.

Responsibilities for the Academic Lab Manager III

The Academic Laboratory Manager is responsible for the day-to-day operations of the instructional laboratories. Duties include:

- Preparing reagents for laboratory experiments.
- Setting up and taking down lab experiments.
- Cleaning and storing lab equipment and materials.
- Maintaining inventory and ordering supplies and equipment.
- Routine maintenance of lab equipment.
- Training and supervising student workers.
- Implementation of safety and security procedures.
- Chemical waste management, inventory, and disposal.

- Working collaboratively with faculty to fulfill their course needs.
- Maintaining the lab classrooms in orderly and safe condition.
- Manage student assistants to safely prepare reagents and supplies needed for teaching labs
- Generate purchase orders for the Department
- Other duties as assigned by the Department Chair.

Skills, Knowledge and Abilities

- Proficient Computer Skills (Windows, Microsoft Word, Excel, Outlook etc.)
- Proficient in Organization and Communication
- Knowledge of basic Environmental Health and Science regulations
- Ability to manage multiple labs concurrently
- Ability to work well with others and perform cross-training exercises with fellow team members.

Requirements for the Academic Lab Manager III

- Bachelor's degree in Chemistry or related field from a regionally accredited institution. Master's degree preferred.
- Laboratory experience.
- Ability to communicate effectively with students and faculty.
- Good organizational skills.

Salary Statement

commensurate with experience

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by February 15, 2025. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 304-0766-3083 or ada@wvstateu.edu.