CLARK ATLANTA UNIVERSITY
Job Description

Position Title: Materials Research Lab Manager
Department: Department Chair
Reports To: Chair, Department of Chemistry

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Manager of Materials Instrumentation Facility is responsible for the successful operation of the Instruments located in the Department of Chemistry, Thomas Cole Research Center to support research and education in the STEM fields. The Instrument facility supports the University’s externally funded and non-funded research and education to support the research community in the effective utilization of the cutting-edge research instruments. Instruments include but are not limited to: SIMS, DSC, SEMS, TGA, AFM, WAXD, XPS, Raman, FT-IR, NMRs, etc. The Manager of the Materials Instrumentation Facility will closely work with the Instrument Usage Committee to carry out the day-to-day operational requirement of the Laboratory which will include, but not limited to (a) acquiring instruments, equipment and supplies for the laboratory, (b) become proficient in effective operation of management of instruments and equipment, (c) design and implement new laboratory experiments in partnership with faculty (d) co-instruct experiments in partnership with faculty and (e) develop and establish an effective program to train instrument user.

Examples of Duties and Responsibilities:

• Research and recommendation for acquisition of instruments, equipment and supplies for the Instrument Facility.

• Undergo required training to ensure smooth operation of laboratory instruments and supplies

• Work with vendors of instruments and equipment, designated as required for Facility operation. This includes new instruments and equipment to be acquired and current instruments deemed necessary for effective laboratory operation

• Partner with faculty to develop new laboratory experiments for advanced courses and co-instruct laboratory experiments with faculty.

• Scheduling of laboratory and use of laboratory facilities in partnership with Administrative Assistant

• Develop good relationship with instrument and equipment vendors to ensure optimum performance and attend vendor recommended training sessions

• Attend scientific meetings (e.g., Annual MRS Conference) to learn new approaches being utilized by the Materials community to attract, retain and graduate students in the Materials area
• Understanding of laboratory safety operations and chemical hygiene. Attend annual safety and hygiene training
• Maintain inventory (electronic and hardcopy) of instruments, equipment and supplies
• Conducts training and workshop on instrument and equipment use
• Conducts training in material synthesis and preparation
• Conducts training and workshop on implementing new laboratories
• Develop good working relationship within the CAU community
• Assist in grant writing
• Prepare manuscripts and present papers in Science Research/Education
• Prepare, working with the Instrument Committee, monthly reports for the laboratory
• Performs other duties as assigned

**Knowledge, Skills and Abilities:**

This position requires knowledge of the general area of Chemistry/Physics/Materials Science (synthesis and characterization) via a background in doctoral level research in the Chemical, Physical, Biophysical and Materials sciences. Masters level candidates must have two (2) years of experience in the area Demonstrated success in working with students and to gain confidence of students will be considered a key asset. Prior experience of working within a university community is highly desired. Must have excellent written and oral communication skills. Candidates must be computer literate including Microsoft Office. Familiar with laboratory safety and hygiene is necessary. Successful use of advanced scientific instruments (e.g., SEM, AFM, FT-IR, TGA, NMR etc.) is required.

**Minimum Hiring Standards:**

<table>
<thead>
<tr>
<th>Education</th>
<th>Masters with two-year experience or an earned doctorate in Chemical, Physical or Materials Sciences is mandatory</th>
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<tbody>
<tr>
<td>Years of Experience</td>
<td>Master’s applicants must have two-year experience in Materials Science</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>Not required</td>
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