

Clark Atlanta University

Job Description

Position Title:	Lab Technician / Manager
Employee:	To be hired
Department:	Department of Chemistry
Reports To:	Project Director (Dr. Dinadayalane Tandabany)

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The candidate for Lab Technician/Manager should demonstrate excellence in teaching organic lectures/demonstrating topics and mentoring student lab activities. Under the leadership of the Project Director, this candidate will test, implement, educate, and train students in all proposed organic lab activities for the newly developed labs. The candidate will be responsible for mentoring, coordinating, administrating, and providing technical support for the undergraduate students during all laboratory classes as well as training other Teaching Assistants.

The candidate is responsible for periodically inspecting, cleaning, maintaining, and calibrating all purchased instruments as appropriate. The candidate will keep the records of maintenance, both scheduled and unscheduled, and calibration. The candidate will also create documents indicating equipment functionality in accordance with user requirements and user manuals. This newly hired Lab Technician/Manager will be expected to adhere to Clark Atlanta University policies and procedures. This is a Title III funded position.

Examples of Duties and Responsibilities:

- (1) Test organic chemistry experiments, design and implement the labs under the supervision of organic faculty and project director
- (2) Manage the instruments related to organic chemistry, chemicals and glassware; and prepare solutions as required.
- (3) Prepare the lab modules, pre- and post-quiz of the organic labs. Prepare the modules for computational modeling, visualization and computational assignments for organic chemistry course and other computational testing and assignments as required for the project assigned by the project director.
- (4) Mentoring students of organic chemistry. Assist organic chemistry instructors of record and lab instructor as well as TAs assigned for organic labs.
- (5) Prepare reports and work with instructors on canvas for preparing quizzes and assignments.
- (6) Manage and maintain the lab/instructional computers for organic chemistry course project by including software installation, updates, etc.
- (7) Attending all the meetings with the team of organic chemistry.
- (8) Participate and learn in the STEM related workshop for modernizing curricula and learning new techniques on instruments as well as mentoring.

Knowledge, Skills and Abilities

The applicant should have the skills on current techniques and technology applied to Organic Chemistry; know how to operate the bench top NMR, IR and other instruments for organic chemistry lab; should know the computational chemistry modeling and visualization (or) should have the interest to learn quickly; should have skills to editing software of audio/video, import/export videos on YouTube; strong communication skills; interest to mentoring undergraduate students; very knowledgeable on Microsoft Office suites including word, PowerPoint, Excel.

Minimum Hiring Standards:

Education	M.S. in Chemistry or Ph.D. in Chemistry
Years of Experience Required	0-2 years of experience in experimental and computational labs
Years of Management/Supervisor Experience	Not Applicable