



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Electronic Specialist
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 Electronic Specialist is responsible for the successful maintenance, operation and service of the Instruments located in the Department of Chemistry, Thomas Cole Research Center to support research and education in the STEM fields. This is a full-time position responsible for complete Instrument Calibrations, Coding, Diagnostics, and Electrical/Mechanical repairs. One of the main responsibilities is maintenance and upkeep of the NMR spectrometers in the Instrument Facility. 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. The Electronics Specialist works closely with the Instrument Usage Committee to carry out the day-to-day operational requirements of the Laboratory.

Examples of Duties and Responsibilities:

- Responsible for scientific instrument Calibrations, Coding, Diagnostics, and Mechanical repairs
- One of the main responsibilities is maintenance and upkeep of the NMR spectrometers in the Instrument Facility
- Undergo required training to ensure smooth operation of instruments.
- Scheduling of laboratory and use of laboratory facilities in partnership with Administrative Assistant.
- Develop good relationships with instrument and equipment vendors to ensure optimum performance and attend vendor recommended training sessions.
- Understanding of laboratory safety operations and chemical hygiene. Attending annual safety and hygiene training.
- Maintain inventory (electronic and hardcopy) of instruments, equipment and supplies.
- Develop good working relationships within the CAU community.
- Prepare, working with the Material Laboratory Manager, monthly reports on the state of the operation, maintenance, and usage of instruments.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

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Minimum Hiring Standards:

Education	Bachelor's in Technology or any STEM area
Years of Experience	Two years' experience in maintenance and operation of scientific instrumentation focused on materials/chemical characterization
Years of Management/Supervisor Experience	Not required

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