NOTICE OF AVAILABLE POSITION

POSITION: Lab Coordinator

DEPARTMENT: Chemistry

STATUS: Regular Full-time (38 weekly hours)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

- Bachelor's degree in the natural sciences. Master's degree in Chemistry, Biochemistry, or Biology is preferred.
- Experience with scientific equipment such as a GC/Mass Spectrophotometer, HPLC, FTIR, NMR, and Centrifuges and computer-based data acquisition preferred.
- Effective writing and oral communication skills and detail oriented.
- Experience with computer-based data acquisition will be an advantage.
- Ability to work well with faculty.
- Ability to work with students.
- Knowledge of supervising laboratory and research assistants.

BRIEF DESCRIPTION OF DUTIES:
- Coordinate all laboratory activities.
- Categorize the chemicals, equipment and materials for the laboratory program.
- Computerize the list of chemicals and equipment required in all the laboratory programs.
- Maintain appropriate stock of chemicals and supplies, and coordinate all activities in stockroom.
- Pepare purchase requisitions for laboratory chemicals and supplies for all classes.
- Supervise assigned lab assistants (teach the labs in the absence of the lab assistant).
- Ensure all experiments are done with maximum safety.
- Ensure all equipment is cleaned and stored after labs.
- Stock all student lockers with necessary supplies.

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- Other related duties as assigned.

SALARY:	Commensurate with education and experience
POSTING DATE:	**November 2022**
CLOSING DATE:	**Opened until Filled.**
HOW TO APPLY:	**Interested persons must submit employment documents electronically**:

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in **E-Verify**

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