Chemistry Laboratory Manager

Position Summary: The Department of Chemistry at New Mexico Tech (NMT) invites applications for a Chemistry Lab Manager, with appointment to begin immediately. We seek a colleague to manage the chemical stockroom, to ensure that preparations are complete for instructional laboratory sessions, and to help oversee student laboratory employees. In addition, the Chemistry Lab Manager serves as the departmental safety officer and helps ensure compliance with safety guidelines, policies, and procedures within laboratories in the Department of Chemistry.

Core Responsibilities

- Manage the chemical stockroom for teaching laboratories and other instructional support, including chemical stores, equipment, supplies, and glassware.
- Help oversee the inventory of chemicals and supplies for the chemistry laboratories; this responsibility includes preparing and receiving orders and serving as a departmental point of contact for Shipping and Receiving.
- Prepare laboratory exercises for the General Chemistry Lab sequence, under supervision of the Director of Laboratories.
- Assist with preparing exercises for other chemistry laboratories as well as instructional demonstrations for lectures and outreach activities.
- Assist with training and supervision of laboratory teaching assistants.
- Keep instrumentation in the teaching laboratories in good working order.
- Coordinate and assist with the collection and disposal of departmental chemical and hazardous wastes.
- Adhere to strict standards of safety and chemical hygiene.
- Serve as chair of the departmental Safety Committee.
- Assist faculty in preparing and implementing rules and procedures for the teaching and research laboratories, to maintain compliance with regulations and advisories issued by the ACS, OSHA, the EPA, and other authorities.
- Promote a positive safety culture among students, staff, and faculty.
- Help ensure the use of best practices in the teaching and research laboratories.
- Assist faculty with nitrogen and helium refills for the departmental NMR instrument.
- Perform routine inspections of eyewash stations and emergency safety showers in the teaching and research laboratories.
- Carry out other laboratory- and safety-related duties, as assigned.

Minimum Qualifications and Skills:

- Bachelor's degree in chemistry or a closely related field, or equivalent work experience.
- Demonstrated experience working in a team environment.
- Strong organizational skills and effective time management.
- Ability to interpret detailed chemical information and adhere to strict safety standards.
- Computer proficiency, including Microsoft Office, Google Drive, Google Docs, and Google Sheets.

Salary: Negotiable

Department Description: New Mexico Tech offers an American Chemical Society certified Bachelor of Science (BS) degree in Chemistry, along with options in Biochemistry and Environmental Chemistry. A Bachelor of Arts (BA) degree pathway is available to students who prefer a broader curriculum. The Department of Chemistry serves the entire campus, as all BS
students must complete a year of General Chemistry. Our Chemistry major is distinguished by its rigorous curriculum, including upper-level electives. A strength of our program is early involvement in research, including mandatory engagement in 2 semesters of mentored research during the senior year. We have well-established graduate programs in Chemistry, including master’s, accelerated master’s, and Ph.D. pathways.

**Application Deadline:**
Applications will be considered as received, with priority given to candidates able to start work immediately. Candidates must complete an online application and electronically attach a single PDF document, incorporating all of the following: cover letter highlighting expertise and experience most suited to the position; resume or curriculum vitae (CV); and list of three to five professional references. Materials should be sent to nmtjobapps@npe.nmt.edu c/o Rosa Jaramillo and copied to Jeff Altig and Menake Piyasena (jeffrey.altig@nmt.edu, sesathpura.piyasena@nmt.edu), with “Chem Lab Manager” in the e-mail subject line. Inquiries should also be directed to Jeff Altig and Menake Piyasena.

**Equal Employment Opportunity:** NMT is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual. NMT is an Equal Opportunity Employer.

**Benefits:** Excellent benefits (health, vision, dental), tuition fee waiver, and a generous retirement plan.

**Regional Attractions:** New Mexico Tech is located in Socorro, in the scenic Rio Grande River Valley of central New Mexico, 75 miles south of Albuquerque with its many attractions, and 139 miles south of Santa Fe. Nearby mountains and desert canyons provide opportunities for excellent hiking, climbing, and mountain biking. The Bosque del Apache National Wildlife Refuge, located just south of Socorro along a major north-south flyway, offers some of the best birding in the USA.