POSITION ANNOUNCEMENT
LABORATORY SERVICES COORDINATOR (# 4925)
JOB REQUISITION # 141150

The University of Minnesota Duluth Department of Chemistry and Biochemistry seeks candidates for a 100% time, 12-month continuing position available September 1, 2006. The primary mission of the department is to teach courses for a variety of programs and to perform research. The individual we are seeking will fill a Laboratory Services Coordinator (# 4925) position with the following responsibilities:

DUTIES
1. Support chemistry and biochemistry instructional laboratories
   - Supervise servicing of teaching laboratories by providing and maintaining adequate chemical solutions, unknowns and other reagents used in the chemistry instructional laboratory program
   - Order supplies and reagents for instructional laboratory needs and occasional research needs, and maintain an adequate inventory of materials, supplies, equipment
   - Assemble apparatus, prepare a myriad of reagents for chemistry and biochemistry laboratories and instruct students in the proper laboratory experimental techniques. Provide assistance to faculty in maintaining apparatus for classroom demonstrations
   - Interact with faculty, graduate students, staff and students to select experiments, provide efficient and effective lab instruction and ensure that teaching laboratories are clean and safe
   - Supervise and train student laboratory assistants
2. Serve as Department Safety Officer
   - Collect, label and dispose of laboratory experimental hazardous wastes according to federal regulations
   - Provide training to faculty, staff and students in the proper handling of hazardous waste
   - Participate in research lab safety inspections
   - Serve on the University’s Hazardous Materials Emergency Spill Response Team as needed
3. Other duties as assigned
   - Help with duties of other Lab Services Coordinators in their absence

ESSENTIAL QUALIFICATIONS
1. High school graduation plus two years college coursework in chemistry or closely related field and a minimum of two years of related experience or post high school training and related experience totaling four years
2. Basic understanding of chemistry experimentation, reagents, laboratory techniques, etc.
3. Basic understanding of and experience with handling and disposing of hazardous waste, safety policies and procedures

DESIRED QUALIFICATIONS
1. Knowledge and experience in preparing inorganic, organic and biochemical reagents and samples
2. Knowledge and experience in disposing of hazardous waste
3. Desire and ability to learn increasingly technical skills
4. Strong interpersonal and communication skills
5. Evidence of being a contributing team member
6. Managerial skills
7. Good time management skills
8. Ability to multitask

SALARY: Negotiable

APPLICATION PROCEDURE: To apply for this position, please visit https://employment.umn.edu. Follow the instructions for logging in as either a new or returning user. Please click "Create Application" to the left to set up your user name and password. Click "Search Postings" and type requisition # 141150 for this position.

The application will consist of the electronic application form plus a resume and a list of at least three references, which may be sent directly to the department (see contact information below) or attached electronically. No applications will be accepted after 4:30pm on August 15, 2006.

FOR MORE INFORMATION CONTACT
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