

Laboratory Manager, Biomedical Engineering
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=227066>

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Posted Dec. 8, 2023, set to expire Jul. 12, 2024

Job Title Laboratory Manager, Biomedical Engineering

Department

Institution Stevens Institute of Technology

Hoboken, New Jersey

Date Posted Dec. 8, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Bioengineering (all Bio-related fields)

Engineering - Other

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Laboratory-Manager--Biomedical-Engineering_RQ27624

Apply By Email

Job Description

Job Description

Working under the supervision of the Department Chair of Biomedical Engineering, the **Laboratory Manager** is responsible for managing and executing the operations of lab facilities used in the undergraduate and graduate biomedical engineering education courses and to provide needed support for the biomedical engineering faculty research lab facilities. The Laboratory Manager will work closely with the associate department chairs and faculty members for the lab facilities to fulfill their role as part of an educational resource and research capabilities to the department.

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Essential Duties and Responsibilities

- Assist in the execution of the operations of undergraduate and graduate teaching lab facilities in the Department of Biomedical Engineering (BME):
 - Maintain and calibrate various teaching lab equipment, such as oscilloscopes, function generators, F-scan pressure sensors, UltimaCardiO2 system, treadmills, 3D printers, Instron, MTS, autoclave, -80 freezer, incubators, microscopes, etc.
 - Maintain and update necessary software on desktops and laptops in the teaching laboratory.
 - Manage inventory and purchase of equipment and consumables used for senior design projects, including ADI teaching kits, circuit elements, capacitors, wires, bread boards, Arduino, poster printer, etc.
 - Manage and maintain cell culture room.
- Serve as liaison with the Office of Environmental Health and Safety for safety matters for teaching and research lab facilities including, but not limited to:
 - Assist in identifying hazardous operations, designating safe practices, and selecting protective equipment
 - Monitor the safety performance of lab personnel to ensure that the required safety practices and techniques are being employed in all laboratories
 - Coordinate laboratory safety and environmental compliance efforts based on EHS programs
 - Conduct or coordinate periodic laboratory self-inspections
- Manage provisioning and purchasing of equipment and consumables used for the research lab facilities, including managing inventory and organization of lab supplies
- Manage the delivery, and return of gas containers used by teaching and research lab facilities
- Coordinate with the Office of Environmental Health and Safety, Division of Facilities and Campus Operations, and SES Machine Shop with requests for maintenance of teaching and research lab facilities, including equipment repair and calibration
- Maintain technical and procedural documentation for teaching and research lab facilities
- Manage the delivery, distribution, storage and return of gas containers used by teaching lab facilities
- Represent BME by serving as a member of the SES Lab Safety Committee
- Maintain and update operating protocols/procedures and safety sheets for all equipment in labs
- Develop and coordinate with the Assistant Dean of Operations and Administration all modernization projects involving teaching and research lab facilities, including space and equipment, as needed
- Available for troubleshooting equipment

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Qualifications

- Required Education: Bachelor's degree in a science discipline
- Preferred Education: Master's degree
- Required Experience: A minimum of 5 years of experience in a lab-based setting.
- Preferred Experience: A minimum of 7 years of experience

Required Knowledge, Skills and Abilities

- Knowledgeable in the operation of science and engineering lab equipment
- Knowledgeable in lab safety, test methods, and measurement accuracy
- Excellent hands-on skills and responsibilities to maintain modern biomedical research instruments
- Impeccable organizational and proven collaborative skills, can multitask, and help manage shared biomedical research facilities
- Familiarity with or willing to learn about the biomedical engineering equipment including, but not limited to, mechanical testing machine, treadmill, cell culture facilities, microscopies, and 3D printers
- Willing to work with students and make themselves available to students
- Ability to read and interpret schematics and specifications
- Capable of creating technical/procedural documentation
- Proven ability to evaluate and produce reliable results, problem-solve and troubleshoot complex problems
- Proficient in the use of Microsoft Office suite, specifically Excel and PowerPoint.
- Good organizational skills
- Good communication skills, with the ability to interact with all levels of management
- Ability to troubleshoot problems with laboratory equipment
- Comprehensive knowledge and proven ability to apply a wide range of concepts techniques, and practices to carry out broad laboratory priorities

Department

Biomedical Engineering

General Submission Guidelines:

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Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Academic Submission Guidelines:

Please submit:

- Cover letter
- Curriculum vitae
- Research statement
- Teaching statement that includes a) teaching interests, b) teaching philosophy, and c) a plan on how to create an inclusive environment for students of all backgrounds in terms of classroom teaching, student advising, and graduate student mentoring
- Contact info for at least 2-3 references (school-specific; please refer to job posting)

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

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EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

NSF ADVANCE Institution Steven's values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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