

Lab Manager Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=239714>

Downloaded On: Jul. 22, 2024 7:26pm

Posted Jul. 18, 2024, set to expire Nov. 9, 2024

Job Title	Lab Manager
Department	MPI Operations
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Jul. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Material/Metallurgy
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Job Description

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JOB TITLE

Lab Manager

LOCATION

Worcester

DEPARTMENT NAME

MPI Operations

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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Provide laboratory support for the Metal Processing Institute. Primary responsibilities include supervisory, training and maintenance duties in the MPI's foundry, sample preparation, and characterization labs. Assist students, research staff and faculty in the use of equipment and help with conducting research experiments. Experience of electrical, mechanical, plumbing systems, power tools; the ability to learn the operation and management of new equipment; the ability to work with students and staff with a wide range of backgrounds and experience; strong organizational, written, and oral communications skills; work independently and effectively manage multiple projects and tasks. Top priority for this position is to ensure that MPI students are successful in the lab and with their project activities.

JOB DESCRIPTION

Responsibilities:

- Manage and oversee laboratories with regard to cleanliness, organization, equipment and safety.
- Provide routine maintenance and repairs for the following equipment: furnaces, saws, metallography/microscopy equipment, mechanical testing equipment and characterization equipment.
- Obtain quotes for and schedule maintenance of equipment on a yearly basis.
- Coordinate computer and software upgrades with WPI's IT personnel.
- Maintain adequate stock and tools in the laboratories. Take periodic inventories of shop supplies, tools and materials and purchase supplies and tools as necessary.
- Interact with WPI safety officer and maintenance personnel as needed.
- Provide guidance to students in the use of laboratory instruments and equipment; oversee student safety training, conduct and appropriate apparel in laboratories.
- Dispose of contaminated materials following WPI's waste management procedures; coordinate removal of scrap metal.
- Maintain an inventory of gasses, coordinate returns.
- Conduct lab tours.
- Request work orders pertaining to the labs.
- Maintain inventory of keys and assigned storage space in labs.
- Work with WPI's Inventory Control system and personnel.
- Perform other assignments as required.

Requirements:

- Minimum BS in materials engineering or related engineering field, with 1-3 years laboratory

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experience.

- Experience using and maintaining tools and equipment.
- Experience using a computer, the internet, and basic software applications.
- Ability to read and interpret blueprints and fabricate one of a kind equipment.
- Ability to interact with students, staff and faculty with a wide range of backgrounds and experience.
- Excellent time management and communication skills.

This is a 32 hour per week position. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Lab-Manager_R0002797

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community

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environment and propel the institution to the next level in a competitive, global marketplace.

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Contact Information

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

Contact

N/A

Worcester Polytechnic Institute

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