Lab Manager - Robotics
Worcester Polytechnic Institute

Job Title	Lab Manager - Robotics
Department	
Institution	Worcester Polytechnic Institute
	Worcester, Massachusetts
Date Posted	Dec. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
	Professional Staff
Academic Field(s)	Robotics
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Job Description	

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JOB TITLE
Lab Manager - Robotics

LOCATION
Worcester

DEPARTMENT NAME
Robotics Engineering Department

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

The Robotics Engineering (RBE) Lab Manager is responsible for all aspects of robotics engineering undergraduate and graduate labs and project space organization, preparation and configuration. In conjunction with the assigned student Lab Assistant staff, this individual works to ensure that necessary materials, setups and work areas are properly acquired, configured, and maintained to facilitate timely and efficient course and lab work by students.

This position must take pro-active steps to gain a clear understanding of robotics course requirements and flow, be able to work effectively with faculty and apply management skills to guide and mentor student lab assistants. In addition, the candidate must guide trouble-shooting and problem-solving activities as needed to ensure that the environment, setups and materials are functional and well-suited to the needs of the courses and projects. Further, the candidate will take steps to ensure lab safety, coordinating with the WPI's Office of Environmental Health and Safety (EHS).

Applicants must have demonstrated experience working in and fostering a diverse and inclusive workplace and/or commitment to do so as an employee at WPI.

JOB DESCRIPTION

Responsibilities:

- Maintain RBE labs and workspaces to ensure a safe and orderly environment, keep the various equipment and devices in good operating condition. Develop and maintain protocols for integrity and cleanliness of the spaces. Comply with EHS guidelines. Manage student Lab Assistant staff, provide assignments, mentorship, and oversee activities.
- Review and develop hardware and software used in courses, using appropriate tools and materials. This includes items such as robots, arms and other devices that are provided to students for use in the courses. Utilize student talent where feasible to support this activity.
- Assist faculty in materials procurement and preparation, including demo arenas, kit generation and oversight. Purchase lab supplies while maintaining awareness of budget constraints, seeking cost-conscious solutions and spending only where necessary.
- Update teaching labs' hardware and software. Help faculty members with new solutions and make new prototypes when needed.
- Keep track of all materials, ensure timely delivery of suitable items. This includes creating and maintaining a clear tracking methodology of inventory control. Manage RBE storage facilities, preserving various materials and supplies for future use by project teams and others.

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- Assist in the development of new or refurbished lab spaces to establish suitable working environments consistent with the needs of RBE.
- Communicate and collaborate effectively with all stakeholders and lab users.

Requirements:

- Bachelor's degree in related field.
- 5-10 years of relevant experience.
- 5-8 years of experience in the design and fabrication of robots, electromechanical systems, mechatronic systems or similar.
- 5-8 years of experience in software development related to robotics and embedded systems.
- 2-10 years of experience in inventory management and procurement.

To apply, please submit a resume, cover letter and list of references including contact information

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---Robotics_R0003023

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 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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