

Engineering Lab Coordinator Tufts University

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Posted Jul. 30, 2025, set to expire Dec. 31, 2025

Job Title	Engineering Lab Coordinator
Department	Department of Electrical and Computer Engineering
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Electrical and/or Electronics Computer Engineering
Job Website	https://jobs.tufts.edu/jobs/22131?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The mission of the Department of Electrical and Computer Engineering is to provide our students with educational experiences which give them a sound basis for professional practice, advanced education, active citizenship, and lifelong learning.

At its core is the goal that students learn the fundamental principles of electrical and computer engineering and master engineering methods to solve challenging and diverse problems.

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Further, the department strives to have each student develop the leadership and communications skills necessary to relate these solutions to both technical and non-technical communities. The faculty is dedicated to accomplishing this mission through the integration of teaching and research.

What You'll Do

Responsible for coordinating the overall operation and maintenance of teaching laboratories/classrooms in the department. This includes the maintenance, repair, and replacement schedule for equipment in those spaces. Participate with faculty in planning and execution of laboratory projects and assignments to meet teaching objectives. Work with faculty to develop new classroom demonstrations of concepts being covered in courses. Manage hourly undergraduate workers to assist in duties. Facilitate directly with students on design projects. Optional -- teach lab-based courses as a part time lecturer with departmental consent, if need arises, for supplemental pay

Essential Functions:

Coordinate Laboratory Operations

- Install, maintain and repair laboratory equipment, instruments and computers
- Provide technical support and trouble-shooting; work with vendors when necessary
- Order equipment and supplies; manage inventory
- Oversee maintenance and planning for space and facilities
- Manage Undergraduate hourly support
- Coordinate with and assist overall building Lab Manager

Coordinate Environmental Health & Safety

- Provide or coordinate chemical, biosafety and hazardous waste management training for students and staff
- Oversee collection, storage and disposal of hazardous waste
- Work with EH&S on update and enforcement of safety protocols
- Maintain MSDS files and training attendance

Participate in teaching and research

- Assist faculty in developing and planning for labs, lecture demos, and student academic research

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projects

Coordinate logistics for academic experiments and projects

- Mentor and supervise students during experiments; provide advice on projects

Research and Special Projects

- Assist faculty with special projects
- Coordinate lab renovations and construction projects

What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- Master's degree with 5 years related experience, or PhD, in engineering (or related field)
- Knowledge of electronics, circuits, and imbedded systems (e.g. Arduino boards)

Preferred Qualifications:

- Prior experience coordinating laboratory operations and working with students

Pay Range

Minimum \$30.00, Midpoint \$35.70, Maximum \$41.40

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

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Contact

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