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Employment Opportunities

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Requisition Title Laboratory Manager (23000689)

[Description](#)

To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.

Job Title: Laboratory Manager

NJ CSC Title: Professional Services Specialist 4

Job Category: CWA

Job Spec Code: 81253

Union Description: CWA State

Class Code: 18

Post Date:

Close Date: N/A

Salary Range: P18/\$50,737.29 - \$71,553.48

External Salary Range: P18/\$50,737.29 - \$57,676.02

For non-unit positions, salary commensurate with experience and is accompanied by a competitive benefits package.

Position Summary:

The Department of Chemistry at The College of New Jersey is an academic department which provides an inclusive education in modern chemistry that is approved by the American Chemical Society to offer accredited degree pathways. The Department's 15 full-time faculty, 2 lecturers, 3 professional staff members, and multiple adjuncts provide the education for approximately 100 majors and many more non-majors interested in the chemistry adjacent disciplines from biology, pre-health tracks, computer science, and engineering. The Department is active with the American Chemical Society at the local, regional, and national levels along with other professional societies aligned with scholarly interests. Our students are among the best in the country with excellent outcomes in finding jobs, gaining entrance to graduate programs, finding teaching positions, and gaining entrance to a variety of health profession schools.

The laboratory manager is the primary teaching and research laboratory support for the department. They are critical to the operations of the department by coordination and supervision of The Department's stockroom

functions, overseeing teaching laboratory preparation, maintenance of The Department's chemical and physical assets, placing fiscally sound orders for all chemicals and supplies purchased in the department, serve as an administrator of the chemical hygiene plan. They will collaborate with two non-teaching members of the department, the program assistant and instrumentation specialist to offer the best service to our TCNJ community.

Main Responsibilities:

- Maintain department inventories (chemical and equipment/glassware). Order chemicals and supplies for teaching and research laboratories. Ensure that cost savings for chemicals/supplies are realized for fiscal responsibility. Collaborate with the Program Assistant on budgeting and invoicing for purchases.
- Provide support for Chemistry instructors and student research, chemistry clubs, and outreach activities, including ordering and laboratory pedagogical consultation. Set up and maintain teaching laboratories for service courses. Prepare solution and equipment for teaching laboratory exercises.
- Management and disposal of waste generated in teaching laboratory and student-faculty research. Maintain teaching laboratories between courses.
- Collaborate with course coordinators to maintain all SDS files for each week's laboratory experiments. Maintain specialized reagents and distilled water supplies in all laboratories. Ensure that all chemicals and waste are properly labeled.
- Participate in Department and campus governance activities including the campus Laboratory Safety Committee. Organize safety training for undergraduate student works and researchers in collaboration with the Instrumentation Specialist.
- Hire and supervise students to assist with preparing solutions and equipment for teaching laboratory exercises and maintenance/stocking of the teaching laboratories. Organize hazardous waste pick up for the chemistry department. Maintain all emergency spill kits and broken glass containers. Coordinate with Instrumentation Specialist to conduct and respond to laboratory inspections.
- Other duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of chemical research laboratories.
- Knowledge of chemical hygiene policies.
- Ability to establish and maintain good working relationships with external vendors, instructors, students, Dean's Office, other academic departments, and other essential campus entities including Environmental Health and Safety, Budget and Finance, Facilities, Development, IT, and Campus Police.
- Proficiency in basic computer skills including word processing, spreadsheets, budgeting software, and cloud based systems.
- Demonstrated strong organization abilities for inventory, laboratory spaces, and documents.

Required Qualifications:

- Bachelor's or Master's degree in Chemistry or related area.
- Experience working with hazardous waste and chemical hygiene policies.
- Experience conducting and responding to safety inspections in collaboration with environmental health and safety officer.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Employer Qualifications:

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.

About TCNJ

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

Application Instructions:

Qualified candidates should apply online at: careers@tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

SAME Applicants:

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: same@tcnj.edu. For more information on the SAME program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at: 833-691-0404.

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

Primary Location Chemistry Building - Chemistry

Work Locations

2000 Pennington Rd
Ewing Township 08628

Job Staff

Organization The College of New Jersey

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