

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Director of Academic Laboratories & Field Facilities (Unclassified)

**Requisition Code:**

492656

**Location:**

Galloway – Main Campus

**Job Category:**

Management

**Department:**

School of Natural Sciences & Mathematics

**Salary:**

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package

**Work Hours:**

Varies

**Posted Date:**

7/25/2023

**Close Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin, and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.Stockton.edu](http://www.Stockton.edu).

Faculty and staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or medical waivers may be requested at the time of employment offer.

This is an in-person, on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

### **Brief Job Overview/Summary:**

The School of Natural Sciences and Mathematics is seeking to fill a position for the Director of Academic Laboratories and Field Facilities. This position will manage the academic laboratories and field facilities; supervise and evaluate full-time and part-time lab staff; in conjunction with the Office of Risk Management, oversee lab safety trainings and protocols, lab policies, and procedures; coordinate support for faculty-led lab courses and research; manage and coordinate maintenance, calibration, and servicing of research and teaching scientific instruments, etc.

### **Descriptions of Essential Duties/Responsibilities:**

Under the direction of the Dean of School of Natural Sciences and Mathematics, the Director will be responsible for the following:

- Administration and management of NAMS Academic Laboratories and Field Facilities, including the on and off campus sites: the Port Republic Marine Field Station, the College Drive Arboretum, Sustainability Farm, and the Harold Taylor Observatory.
- Supervise and evaluate annually all full-time and part-time staff; Manage Radiation Safety Officer, Bio Safety Officer, Chemical Hygiene Officer, and NAMS Laboratory Safety Officer.
- In conjunction with the University's Office of Risk Management and Environmental Health and Safety, oversee NAMS faculty and staff in OSHA Lab Standards and the training requirements in OSHA Laboratory Standard and Right to Know.
- Manage and coordinate the maintenance, calibration, and servicing of all research and teaching scientific instruments, including but not limited to, NMR spectrometers, GC-MS, Capillary DNA sequencer, HPLC, AA, UV-VIS, and FT-IR spectrometers; develop and recommend a strategic plan for equipment and instrumentation repair and replacement.
- Direct and implement the NAMS Laboratory Safety Training program requirements on Blackboard; work closely with Campus Police and the Office of Risk Management to determine access levels to the NAMS Academic Laboratories and Field Facilities.
- In conjunction with the University's Office of Risk Management and Environmental Health and Safety, establish and enforce safety policies for all Academic Laboratories and Field Facilities, as well as ensuring NAMS compliance with all University, local, state, and federal regulations.
- Coordinate NAMS hazardous waste removal, Bio Safety Materials removal, DEA removal, and Radioactive Waste removal in conjunction with the University's Office of Risk Management and Environmental Health and Safety; supervise Radiation Safety Program and Chemical Hygiene.
- Manage the NAMS Laboratory policies and procedures by conducting inspections in conjunction with the University's Office of Risk Management and Environmental Health and Safety; provide support to the Institutional Animal Care and Use Committee (IACUC) coordinate with the faculty, lab staff, and Facilities and Planning in the design, renovation, and construction of laboratory and field facilities.
- Manage, initiate, and/or approve all orders for laboratory and field station supplies and equipment, service contracts, and equipment repairs. Maintain a current inventory of all materials, supplies, and chemical reagents, and required Safety Data Sheets and databases.

- In collaboration with the Dean, staff, and faculty, develops operational budgets and manage requests for the acquisition of equipment, supplies, and services. Work with faculty and staff to develop external funding opportunities to acquire equipment, supplies, and services.
- Provide support to the faculty in the preparation and development of teaching laboratory sections and in faculty-mentored research; coordinate and support professional staff providing direct support to laboratory instruction.
- Provide analyses and projections of NAMS budget status in support of teaching and research, including monitoring of accounts as they relate to the purchase and receipt of equipment and supplies for NAMS Laboratory and Field Facilities.
- Other duties as assigned by the Dean of the School of Natural Sciences and Mathematics and/or the Provost and Vice President for Academic Affairs.

#### **Required Qualifications:**

- Ph.D. in chemistry, biology, or related field.

#### **Preferred Qualifications:**

- Ph.D. in chemistry.

#### **Screening Information:**

Screening of applications begins immediately and will continue until the position is filled. Applications received by August 15, 2023 will receive full consideration.

#### **How To Apply:**

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

Click [here](#) to apply. Email all necessary documentation to [Stockton.same@stockton.edu](mailto:Stockton.same@stockton.edu).

Only electronic documents will be accepted. **Please complete the online application and include three professional references in addition to the following required documents.** All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- Current resume or curriculum vitae
- Unofficial graduate transcripts

#### **Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please

visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.

- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.