



VACANCY ANNOUNCEMENT

Program Assistant, Administrative Services

Job Number: 498831
Category: Professional
Department: Biological & Biomedical Sciences, Environmental Science, and Geology
Close Date: Until position has been filled
Location: Glassboro, NJ

Summary:

The Department of Biological & Biomedical Sciences at Rowan University is seeking a full-time laboratory coordinator/technician to assist with the preparation for lab classes. The position reports directly to the Department Head but will work on a team of support staff members.

Responsibilities:

- Prepare laboratory materials and equipment for classes
- Clean and organize the classrooms and preparatory lab spaces, including appropriate disposal of laboratory waste
- Communicate effectively and cooperatively with faculty and staff regarding course needs
- Supervise, train, and effectively manage student workers (both undergraduate and graduate students) in a team environment
- Maintain a safe working environment for staff and students
- Maintain equipment; train others on proper usage
- Perform inventories and facilitate ordering of supplies and equipment
- Prioritize and carry out multiple, simultaneous assignments to support different courses
- Support faculty members in the development of new laboratory exercises

Requirements:

- Bachelor's degree in the biological sciences, biochemistry, chemistry, or a related field of science or science education

Preferred Qualifications:

- Master's degree in the biological sciences, biochemistry, chemistry, or a related field of science or science education
- Previous full-time work experience in a laboratory setting, including experience with laboratory safety compliance
- Proficiency in aseptic technique and media preparation
- Ability to work in a high-throughput environment
- Experience in current techniques and equipment used in molecular and cellular biology

Salary:

- Range P16 (Step 1 \$46,431)

Notes:

- The application must be submitted through our online application system. ALL of the following materials for the application to be complete, and must do so on your first visit to the system:
 - curriculum vitae
 - cover letter
 - unofficial transcripts
 - names and contact information for three professional references
- Review of applications will begin 21-Sep-2023 and continue until a suitable candidate has been identified. Please contact Dr. Stephen Bentivenga (bentivenga@rowan.edu), Department Head, with questions.
- Rowan University is an Equal Opportunity Employer and values diverse people and abilities. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.
- Candidates must be legally authorized to work in the US, and the university will not sponsor an applicant for a work visa for this position.
- Only completed online applications submitted on or before the posted deadline will be considered.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), 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 , or call CSC at (833)691-0404.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/en-us/job/498831/program-assistantlab-technician-biological-biomedical-sciences>