

Lab Administrator for Chemistry Intro Teaching Lab

Duke Kunshan University

Job Description

Position Overview:

We are seeking applications for an open position as the Lab Administrator for introductory courses in Chemistry. This is a staff position with significant opportunities for creative development of pedagogical materials. We expect to hire a person with expertise in Chemistry. The lab administrator is responsible for setting up teaching labs, preparing and maintaining lab equipment and manuals, coordinating day-to-day operation of the introductory teaching labs. Collaboration with faculty members on classroom demonstrations and pedagogical activities is also expected. For candidates in such specialty, working knowledge of lab techniques in the other areas will be considered advantageous.

Reports to:

Reports to and works under the general supervision of a faculty member designated by the Dean of the Natural Sciences or the Vice Chancellor for Academic Affairs.

Essential Duties:

- Order all laboratory equipment, reagents and other materials and supplies required for activities in the introductory teaching labs;
- Maintain an up-to-date inventory of all the teaching lab equipment, and track changes, depreciation and disposal of equipment;
- Work with faculty to develop and review manuals and instruction for various labs;
- Maintain up-to-date lab materials on a website;
- Prepare SOP for the teaching lab and equipment operation;
- Manage the handling and storage of existing laboratory experiments, equipment and supplies;
- Obtain or/and prepare specimens, standard reagents, dyes, solutions and any other required materials for the labs;
- Supervise the training of students to follow appropriate procedures for use and for safe handling of equipment and materials;
- Coordinate chemical spill response as specified in related Materials Safety Data Sheet for biology and chemistry teaching labs;

- Observe students in the labs and diagnose areas where additional instruction is needed;
- Discuss scientific and procedural issues with students and provides explanation, clarification, reference materials or examples;
- Do related work as assigned;
- University employees' job responsibilities may evolve in appropriate ways as the University grows.

Job Requirements:

- Bachelor's degree in Chemistry is required, master's degree is preferred;
- Two years of working experience in the specialty area;
- Good organizational skills and knowledge of applicable rules, regulations and procedures;
- Good communication and problem solving skills;
- Knowledge of relevant equipment, tools, and instructional methods;
- Working experience and knowledge of best practices and protocols for handling of biological and hazardous materials;
- Fluency in English is required;
- Experience with computational tools including Python programming and software packages for introductory chemistry and statistics will be considered a major advantage.