

## MANAGER OF SCIENTIFIC LABORATORY

### **Function of Job:**

Under general direction from designated administrator, supervise, manage, and operate a scientific laboratory, including supervising functions, protocols, quality assurance, client relationships, and safety; teach laboratory classes, conduct research, and supervise students and staff as assigned.

### **Characteristic Duties and Responsibilities:**

1. Manage and operate a scientific laboratory for faculty, students, and, if any, external clients.
2. Purchase, install, and maintain lab equipment, such as analytical instrumentation and field equipment, and order supplies and repairs as needed.
3. Oversee loan of equipment and train users in proper use and care of equipment.
4. Hire, train, and evaluate staff as assigned.
5. Supervise the collection, analysis, distribution, recording and presentation of data.
6. Work with faculty and/or clients on research, monitoring, and outreach services.
7. Maintain records and reports as required.
8. Supervise student assistants and assist students with thesis research.
9. Conduct field sampling and technical assistance for scientific presentations and publications as assigned.
10. Teach laboratory-based courses as assigned.
11. Develop and manage budget for laboratory.
12. Ensure safety of laboratory, materials, and equipment.
13. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Master's degree in scientific field and two years of related professional experience, including one year of supervisory experience, or Bachelor's degree and four years of related experience, including one year of supervisory experience.
2. Excellent oral and written communication skills.
3. Experience with laboratory analytical instrumentation and field equipment as required by department.
4. Computer skills as required by department.
5. Teaching experience.
6. Must be able to wear and use appropriate protective equipment as necessary.

### **Additional Desirable Qualifications:**

1. College teaching experience.
2. Budget experience.

11/28/05  
System Approval

11/14/05  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**