

# DIRECTOR OF CHEMISTRY LABORATORIES

**Department:** Chemistry

**Reports to:** Chemistry Department Chair

**Position Summary:** The Chemistry Department seeks a responsible and skillful Director of Chemistry Laboratories. A full-time, 12-month position, the Director of Chemistry Laboratories will oversee chemistry laboratory teaching support needs, including chemical preparations, laboratory equipment set-up, and lab clean-up. The Director provides maintenance support services for all Chemistry Department instrumentation, computers, and technologies. The Director is expected to consistently teach some laboratory sections for 1000-level chemistry classes and to teach General Chemistry I & II during each summer term.

**Essential Responsibilities:**

- Oversees chemistry laboratory chemical preparations, equipment set-up, and lab clean-up for all chemistry laboratory classes on a year-around basis
- Required to teach CHEM 1150: General Chemistry I with lab and CHEM 1160: General Chemistry II with lab during June and July summer terms, respectively
- Required to teach at least one section each of our 1000-level introductory laboratory sections (CHEM 1011/1021/1031/1150/1160) during the school year.
- Directly assists the Department Chair in supervising and training adjunct faculty who will teach other 1000-level introductory laboratory sections.
- Contribute to the on-going development and pedagogical improvement of introductory laboratory experiments
- Oversees chemistry instrumentation, including regular and preventative maintenance and software/firmware updates
- Performs weekly liquid nitrogen fills of the department NMR and quarterly liquid helium fills
- Ensures all chemistry department computers and iPads are regularly updated
- Ensures department LabQuest handheld computers are updated and all associated probes and sensors are in working condition and repaired in a timely manner
- Supervises and helps direct departmental student laboratory assistants
- Works closely with Chemical Hygiene officer/Laboratory Safety Officer (CHO/LSO) to ensure that laboratory conditions are in compliance with all hygiene and safety laws, regulations, and best practices
- Assists Departmental Chair, CHO/LSO, and Science Division Office Manager with Chemistry Department orders and deliveries
- Works with Physical Plant to ensure that chemistry laboratories are in proper working condition
- Manages chemical stockroom inventory
- Complete other duties as assigned by the Department Chair

**Essential Qualifications:**

- Master's Degree or higher in Chemistry or Biochemistry, Ph.D. preferred.
- Experience teaching introductory college-level chemistry laboratories
- Experience teaching college-level General Chemistry course sequence and must be willing to commit to teaching General Chemistry during summer term
- Experience working with others (including students) in a laboratory setting
- Experience maintaining instrumentation and computers

- Excellent time management and organizational skills
- An eagerness to learn and master the wide variety of essential responsibilities listed above.
- Understanding of and personal commitment to North Park's mission of Christian higher education.

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*