University of the District of Columbia
Job Classification Description

Job Title: Laboratory Engineer in Center of Nanotechnology Research and Education (CNRE)

GENERAL DESCRIPTION OF THE JOB:

Center of Nanotechnology Research and Education (CNRE) under school of Engineering and Applied sciences (SEAS) invite applications for Laboratory Engineer position. CNRE focus on applying micro-nanofabrication and nanoscale characterizations for making nanoscale materials-based devices and sensors for the application in computer devices, sensors, energy harvesting, and manufacturing technologies. CNRE provide opportunities to work in exciting and high impact research fields with experienced and internationally renowned faculty advisors.

SALARY RANGE: 45K – 55K + fringe benefits

ESSENTIAL DUTIES & RESPONSIBILITIES:
The position is full-time, for at least two years, with the possibility of renewal up to five years depending on satisfactory performance and funding. Remuneration will be competitive and based on qualifications. The expected start date is October 1, 2019.

A successful CNRE laboratory engineer will be mainly responsible for

- Inspecting, maintaining and repairing laboratory equipment to ensure optimal operating results and minimum downtime.
- Oversee the safe and efficient utilization of laboratory equipment by the students and researchers.
- Maintain online calendar and reservation.
- Help in facilitating research project by conducting routine experiments.
- Conduct laboratory sessions for related courses and events.
- Develop mastery of lab equipment operation and train equipment users.
- Ensure compliance with all safety and security protocols.
- Coordinate with the Center Director on the implementation of lab maintenance plan and commissioning new equipment.

MINIMUM JOB REQUIREMENTS/ REQUIRED COMPETENCIES:
A successful candidate for this position is expected to have the following qualifications and skills.

- A candidate must be eligible to work legally in the USA.

- Bachelor's Degree in Engineering/science or related discipline
- Experience in equipment and facility management is preferred.
- Strong understanding of laboratory systems necessary to run the laboratory equipment.
- Able to read and understand complex electrical, mechanical and automation systems
- Working knowledge of electrical, mechanical, and vacuum systems
- Can do attitude and excellent problem-solving nature.
- Clear verbal and written communication skills
- Excellent soft skills to work with other amicably.

STANDARDS & EXPECTATIONS:

1. Expectations of the job:

The work is hands-on and involves interacting with the faculty, students, and collaborators. The job consists of a variety of complex multidisciplinary, and inter-related tasks tied to the information conveyed in the above sections. The Incumbent is expected to function with independence on their assignments and to use initiative and seasoned judgment. The candidate may also be engaged in teaching part of engineering course and conduct outreach activities.

2. Development and Counseling:

The successful applicant will receive career development mentoring from the PI in terms of scholarly activities. The PI will assist in preparing the candidate as per their career ambitions.

3.Training:

Incumbent may get training for working with different equipment efficiently and safely. However, applicant should be able to follow manuals and operation instruction provided by the vendor.

4. Knowledge of UDC Rules and Regulations:

The position requires a solid understanding of the policies and procedures of the Board of Trustees, the University, as well as applicable Federal and D.C. government laws.
The university provides all training required by OSHA to ensure employee safety.

The University of the District of Columbia is an Equal Opportunity Employer (EOE).

Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.

Employee Signature	Date
Print Name	Date
Supervisor Signature	Date
Print Name	Date

Revised: (insert revision date)