ANNOUNCEMENT OF POSITION VACANCY
Chemistry Laboratory Coordinator

RESPONSIBILITIES: Reporting to the Head of the Physical and Environmental Sciences Department, the Chemistry Lab Coordinator coordinates all chemistry labs by performing the following duties:

- Sets up chemistry labs by preparing supplies and equipment
- Maintains the laboratory spaces and chemical storage rooms
- Manages the chemistry budget and chemical inventory
- Purchases, organizes, stores, and disposes of chemicals
- Maintains instrumentation including NMR, UV/Vis, FTIR, ICP-AES, etc.
- Assists in preparation of lecture demonstrations
- Supervises student workers and trains them in laboratory safety
- Meets with vendor representatives to obtain pricing of equipment
- Coordinates chemical waste storage and disposal
- Prepares for, facilitates, and participates in safety inspections
- Teaches up to three chemistry lab sections per year
- Occasionally assists other physical and environmental sciences programs

EDUCATION & EXPERIENCE: A bachelor’s degree in Chemistry or a related field from an accredited college or university is required. Strong organizational skills and experience in instrumental maintenance are required. Experience with and/or training in hazardous waste management, stockroom management, and teaching basic college-level chemistry lab classes are all highly desirable.

TYPE OF APPOINTMENT: Full-time ten-month administrative appointment.

SALARY: $35,000-$40,000 depending on experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by March 21, 2016.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:
Chemistry Coordinator Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.