



LAB MANAGER FOR PHYSICS AND ENGINEERING LABORATORIES

Founded in 1891, North Park University is a Christian university affiliated with the Evangelical Covenant Church of over 3,200 students from around the country and world. Located for over 125 years on the land of the Miami and Potawatomi tribes in what is today Chicago's northside, NPU has recently been designated a Hispanic Serving Institution and is committed to serving diverse populations. Elevating North Park University's core distinctives of Christian, city-centered, and intercultural, NPU values diversity among its staff and is committed to building a racially and culturally diverse intellectual community, and strongly encourages the nomination and candidacies of persons who are Black, Indigenous, and People of Color regardless of gender.

MISSION

The mission of North Park University is to prepare students for lives of significance and service through education in the liberal arts, professional studies, and theology.

VISION

Building on our core institutional identity—Christian, city-centered, intercultural—our vision is to create a university of uncommon character and enduring excellence, where faith, learning, and service meet.

North Park University is located in the Albany Park neighborhood of Chicago, one of the most ethnically diverse zip codes in the United States. It is nine miles from downtown Chicago. The North Park campus has often been referred to as an oasis in the heart of the city – a place where students from urban, rural, and suburban backgrounds alike can call home. And all of this within the major metropolitan backdrop of Chicago: one of the world's largest and most diversified economies, renowned for its museums and music, and voted best large city in the U.S. for four years in a row by Condé Nast Traveler.

Department: Physics and Engineering (PHEN)

Reports To: Physics and Engineering Department Chair

Position Summary: The Physics and Engineering Department seeks a responsible and skillful Lab Manager for its laboratories. A full-time, 12-month position, the Lab Manager of Physics and Engineering Laboratories will oversee the laboratory teaching support needs, including specimen preparations, laboratory equipment set-up and lab clean-up. The Lab Manager will provide machine shop / laboratory safety training for students and arrange for any maintenance support services for any of the department's laboratory equipment. The Lab Manager will act as a liaison between the department and industries.

Responsibilities:

- Oversees physics and engineering laboratory activities such as equipment usage, specimen preparation and lab clean-up.
- Required to teach an engineering hands-on training course that covers various machine shop equipment like lathe, drill, CNC, press brake etc.
- Contribute to the on-going development and pedagogical improvement of introductory laboratory experiments.
- Provide safety training and certification before students are permitted to use key laboratory equipment.
- Ensures timely maintenance and up-keep of all the equipment in department's laboratories.
- Works with university IT services to ensure licenses of all necessary software for PHEN courses are renewed on-time.
- Works closely with Laboratory Safety Officer (LSO) to ensure that laboratory conditions are in accordance with all hygiene and safety laws, regulations, and best practices.
- Assists Departmental Chair, LSO, and CAS Operations manager with PHEN Department orders and deliveries.
- Works with Physical Plant to ensure that all PHEN laboratories are in proper working condition.
- Manages stockroom inventory for all PHEN laboratories and works with the Department Chair to place new orders for supplies, as needed.
- Works as a liaison to interface between the department and industry partners to solicit senior design projects.
- Complete other duties as assigned by the Department Chair.

Essential Qualifications:

- Master's degree or higher in Mechanical Engineering or closely related field.
- Knowledgeable of all safety protocols relating to machine shop, physics, and engineering laboratories
- Prior experience with common machine shop tools a must.
- 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.