

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Laboratory Manager  
Chemistry  
Regular Full-Time Position  
Position Number 564030**

**General Description**

The Laboratory Manager reports directly to the Chairperson and is responsible for overseeing and assisting with laboratory setups, maintenance of equipment and performing other job-related duties as assigned.

**Primary Duties and Responsibilities**

- Maintain and repair analytical instrumentation.
- Assist students and faculty with operation of instruments during regularly scheduled classes and other times.
- Assist faculty in construction of new equipment.
- Assist with instruction for introductory classes as needed.
- Train and supervise support student employees who prepare solutions and equipment.
- Maintain inventory of chemicals and laboratory equipment and manage the storeroom.
- Select and schedule experiments complementary to lecture text and schedules.
- Prepare and update lab sheets for each experiment.
- Advise other laboratory instructors of specific idiosyncrasies relating to chemicals, and equipment for each experiment.
- Process bids and purchasing for chemicals.
- Dispose of chemical waste.
- Enforce departmental chemical safety practices.
- Remain up-to-date with changes in standards for chemical handling, storage and disposal.
- Attend workshops, continuing education courses, and master's level courses, etc., related to chemical handling, storage and disposal.
- Maintain regularly scheduled office hours for consultation with students.
- Serve on departmental committees where appropriate.
- Setup chemicals and equipment in introductory labs.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to maintain and repair analytical instrumentation.
- Ability to construct new equipment.
- Ability to assist students in the use of laboratory instruments and equipment.
- Ability to effectively operate a chemistry laboratory and direct student employees.
- Ability to construct new equipment.
- Ability to maintain inventory of chemicals and laboratory equipment.

### **Required Minimum Qualifications**

- Bachelor's degree in chemistry.
- Electronic training and/or experience.
- Computer skills.
- Training in instrumental analysis.
- A background check will be required for the successful applicant.

### **Additional Preferred Qualifications**

- Experience in repairing analytical instruments.
- Classroom experience working with students.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**