

- Department:** Chemistry & Biochemistry
- Position Title/Posting #:** Supervisor, Instrument Laboratory (Req# 2009005189)
- Date Position Advertised:** June 15, 2009
- Salary:** Commensurate with education and experience
- Qualifications:** An ideal manner in which to obtain the essential knowledge, skills, and abilities for this position would be:
- A Master's degree in Chemistry or Biochemistry or related field.
 - 3-4 years of experience in a related field with similar responsibilities.

Additional Qualifications:

Knowledge of: University and departmental policies and procedures; principles and practices of organization and administration; principles of supervision, training, cooperation, and performance evaluation. This position requires a wide practice of knowledge of chemistry and analytical analyses.

Skills in: Property maintenance and management requiring: short and long-range planning; problem analysis and resolution; report preparation and presentation; public contact and relations; research methods; sound interpersonal relationships with an ethnically and gender-diverse clientele.

Abilities to: Direct, evaluate, train, and supervise the use of research and instructional equipment; work cooperatively with assigned personnel; communicate effectively and in written and oral form; develop and maintain effective working relationships; maintain accurate and orderly records; exercise independent judgment and initiative; organize and direct several activities simultaneously; analyze and evaluate information; operate a computer with several types of software designed to manage property.

- Examples of Duties:**
- Supervises, directs, delegates, and evaluates work of assigned staff in the care, maintenance, and use of departmental research and instructional equipment.
 - Conducts and maintains inventory and records of instruments and general operational equipment in the department.
 - Makes recommendations on how to utilize all instruments to achieve the best research and instructional objectives possible.
 - Provides short demonstrations and presentations to various chemistry and biochemistry classes on the scheduled use, care, and maintenance of departmental research, instructional, and operational equipment.

- Instructs and trains faculty, students, and all departmental personnel in methods and procedures for use of research, instructional, and operational equipment.
- Conducts repairs and maintenance to research, instructional, and operational equipment, whenever possible, without external costs.
- Responds to complaints and grievances by faculty, students, and staff regarding operation of research, instructional, and operational equipment.
- Makes hiring and firing recommendations for technical staff needed to maintain departmental equipment in operating condition.
- Performs general building maintenance duties and relocation of departmental property as required.

Benefits Offered: Group medical and hospital insurance, group life insurance, long-term disability insurance, state educational retirement, workers' compensation, sick leave, annual leave and unemployment compensation. Opportunity for educational advancement.

Reply to/Deadline for Applications: A complete application should include: a résumé, two letters of recommendation, names and addresses for three references, and an academic course transcript. Only complete applications will be reviewed.

Closing date for receipt of applications: August 1, 2009 when applications will be reviewed. Position will remain open until filled. For more details consult web site: <http://www.chemistry.nmsu.edu>.

Send hard-copy applications to: Glenn D. Kuehn, Head, Department of Chemistry & Biochemistry, MSC 3C, P.O. Box 30001, New Mexico State University, Las Cruces, NM 88003.

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