

The Department of Chemistry and Physics at Indiana State University has an opening for a **Chemistry Stockroom Manager** to begin in summer 2022. The stockroom manager will be responsible for the chemistry stockroom and for preparations for undergraduate chemistry laboratory courses.

Duties will include:

- Set-up and take-down of undergraduate teaching labs
- Preparation of reagents for undergraduate teaching labs
- Maintain and repair apparatus and equipment used in laboratories
- Maintain inventory of chemicals, reagents, glassware, and other lab supplies
- Coordinate the receiving, distribution, and storage of chemicals, equipment, and other lab supplies
- Responsibility for safe handling, safety/hazard labeling, and storage of chemicals, reagents, solvents, and compressed gases, for disposal of all chemical waste, and for maintaining library of Safety Data Sheets
- Carry out the purchasing of chemicals, reagents, cryogens, gases, equipment, and other lab supplies
- Initiate and carry out paperwork (electronic and hard copy) relating to purchases, and organize and maintain documentation of purchases
- Conduct the annual department-wide inventory of chemicals and equipment
- Train, manage, and supervise student workers in the stockroom
- Assist the Department Chair with development, improvement, and implementation of policies and procedures related to the chemistry stockroom and undergraduate laboratories
- Work with faculty and staff members in the Department as directed by the Chairperson or as necessary to carry out the other duties

Required Qualifications:

Bachelor's degree in chemistry or a closely related area of natural science and at least 1 year of experience in a laboratory or similar setting closely related to the position,

OR

a total of five years (60 months) of any combination of education in a natural science discipline and/or work experience in a laboratory or similar setting related to the position.

Other knowledge, skills, and abilities:

Ability to handle chemical reagents and deal with chemical hazards;
facility with Microsoft Office suite (Outlook, Word, Excel, Access);
strong organizational skills;
self-starter.

The preferred applicant will have:

experience working in a higher education setting;
experience with purchasing;
supervisory and/or administrative experience.

Benefits associated with the position include:

Health, vision, dental, prescription, and life insurance;
flexible spending account or health savings account;
retirement plan through TIAA;

reduced tuition for employees, spouses, and dependent children.

Applicants should submit a cover letter, resume, and copy of university/college transcript(s) online at <https://jobs.indstate.edu/postings/38002> . Applicants should also arrange to have three confidential letters of recommendation uploaded to this site by their letter-writers.

Any other correspondence should be directed by e-mail to the Department Chair, Prof. Jennifer Inlow (jinlow@indstate.edu).

Review of applications will begin April 1, 2022 and continue until the position is filled.

Indiana State University is an affirmative action/equal opportunity employer with a strong institutional commitment to the achievement of diversity among its faculty, staff, and students.