



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Science Lab Manager

(full-time, 30 hours/week)

Are you enthusiastic, enjoy science, looking for a position to support excellent faculty dedicated to teaching? This position provides laboratory support for science programs. Depending on division and program needs, responsibilities include ordering chemicals and laboratory materials, maintaining inventory, setting up lab material for courses, training and supervising work-study students, monitoring chemical waste disposal, biohazard waste disposal, and adherence to OSHA and EPA requirements.

Our Idea of a Perfect Candidate Is Someone Who:

- Has a working knowledge of the physical sciences, including basic chemistry and basic biology.
- Understands of the potential dangers associated with handling chemicals.

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree.
- Prior experience providing laboratory support for science programs.

This Position Is Responsible For:

- Ordering Chemicals and lab materials – this involves a P-card with expense reporting monthly, tracking spending in various accounts including grants.
- Maintaining chemical inventory using a computer database.
- Setting up lab material for courses, standardizing certain reagents, and making media for microbiology.
- Breaking down and cleaning labs after class meetings.
- Monitoring disposal of waste materials.
- Monitoring all labeling according to safety regulations, OSHA, and EPA.
- Maintaining OSHA and EPA records (including MSDSs)
- Arranging for maintenance of smaller equipment such as balances, autopipetors, and microscopes.
- Performs duties of the Chemical Hygiene Officer

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Science Lab Manager](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.