

POSITION: Analytical Lab Administrator
Department of Animal Sciences & Industry
Kansas State University, Manhattan, KS

APPOINTMENT: Full-time, 12 months per year, term.

JOB DESCRIPTION: The Analytical Lab Administrator will manage and operate the Analytical Laboratory in Weber Hall. Samples are provided to the Analytical Laboratory by researchers in the Department of Animal Sciences & Industry, researchers in other departments at Kansas State University, or from outside individuals or organizations. There is a list of analyses that are typically provided by the laboratory, and as needed and as resources and skills allow, additional analyses can be developed for use. The activities of this lab may evolve over time to match the needs of the clients and to maintain the relevance of the lab.

This person will manage the lab, but will be under the supervision of the faculty supervisor. This position directly provides a significant portion of the labor involved in maintaining the laboratory and in conducting analyses. The Analytical Lab Administrator is responsible for:

- Hiring and training undergraduate workers, as needed.
- Prioritizing activities to meet client needs while maintaining fiscal responsibility.
- Most financial decisions related to the laboratory, including the large purchasing decisions, such as for new equipment costing more than \$1,000, after consulting with the faculty supervisor.
- Generating appropriate schedule of charges and operating the lab in a manner that is close to financial break-even.
- Interfacing with clients in providing information about the lab's capabilities, accepting and scheduling samples for analysis, providing data to the client in a format that satisfies the client's needs and billing clients for services.

REQUIRED QUALIFICATIONS:

- B.S. in chemistry or closely related field.
- One to three years of experience.

PREFERRED QUALIFICATIONS:

- M.S. in chemistry or closely related field.
- Background experience with analytical/instrumental chemistry.
- Understanding of livestock feeds, meats, and other food products.

APPLICATION PROCEDURE: Please visit the job announcement at <http://careers.k-state.edu/cw/en-us/job/501440/analytical-lab-administrator-animal-sciences-industry> and complete the PageUp application process, as well as upload a cover letter, resume and contact information for three professional references.

For questions regarding the position, contact Dr. John Michael Gonzalez, Search Committee Chair, Department of Animal Sciences and Industry, Kansas State University, 226 Weber Hall, Manhattan, KS 66506-0201. E-mail: johngonz@ksu.edu. Telephone: 785-532-3448.

APPLICATION DEADLINE: Screening begins June 12, 2017, and will continue until filled.

Must be legally authorized to work in the United States by the hire date.

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. Equal Employment Opportunity is the Law.

BACKGROUND SCREENING: In connection with your application for employment, Kansas State University may procure a Background Screen on you as part of the process of considering your candidacy as an employee.