Manager, Shared Research Operations

Job Code 50032255

General Description
Responsible for providing direction, leadership and oversight to meet the needs of faculty, students, staff and external clients using the COSE shared equipment, laboratories, and research service centers.

Examples of Duties
Create, develop and review policies and procedures.
Maintain, operate, modify and repair equipment as needed.
Hire, train, schedule, supervise and evaluate staff.
Maintain budget oversight, procurement and billing.
Support coursework and graduate studies throughout SRO facilities.
Answer complex technical questions and research problems.
Oversee information technology, inventory and facilities logistics.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Scientific instrumentation and equipment operation; facility construction projects and processes; safety and ADA compliance regulations; facility/equipment maintenance; budgeting and procurement; research service center operations; engineering principles and standards; research methodology; basic engineering calculations; analog and digital electronics.

Skill in: Gathering and analyzing information; identifying problems and knowledge gaps; performing complex calculations; project and process management; using personal computers and associated productivity software; operating, maintaining and installing scientific equipment and instrumentation; preparing documentation; delegating tasks and presenting technical data; effectively directing the work of others and establishing rapport; accommodating non-native English speakers; troubleshooting equipment and processes; technical facilities management.

Ability to: Read and interpret manuals and understand university policy and procedures; delegate responsibilities to others; explain policy and procedures; prepare reports and other forms of written communication.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements