



## *Neuroscience Laboratory Manager*

**Department/Division:** Neuroscience/Academic Affairs  
**Classification:** L-Technical Specialist  
**Status:** Full-time, exempt, replacement  
**Schedule:** M-F, 8:30 a.m. to 5:00 p.m. or otherwise necessary

**Job Summary:** The Lab Manager is responsible for the oversight and coordination of daily operations including both teaching and research activities in the Neuroscience Laboratory of Baldwin Wallace University. The successful candidate will take the initiative to work collaboratively with University faculty, administrators, staff and students to ensure that the lab facilities are operating efficiently.

The Neuroscience Laboratory is located in Telfer Hall, which is part of the Thomas Center for Science and Innovation. The lab includes both a rat vivarium where in-house breeding and husbandry are managed as well as spaces and equipment used to conduct experimental work in behavioral and molecular neuroscience. Although some of the space is dedicated to our two neuroscience faculty members, the remainder is shared between all faculty members that contribute to the neuroscience program (3-6). The lab includes common-use facility suites that support faculty and undergraduate research utilizing rat surgery, histology, rat behavior, cell culture, invertebrate electrophysiology, microscopy, and stereology, as well as a teaching laboratory.

The facilities are equipped with many specialty items (e.g., isoflurane anesthesia system, stereotaxic and other surgical tools, perfusion systems, autoclave, microtome, cryostat, CO<sub>2</sub> incubator, Morris water maze, radial arm maze, Noldus EthoVision) as well as glassware and other basic laboratory equipment (e.g., scales, stirring hot plates, orbital shaker tables, freezers, refrigerators, ice machines, purified water). The facility makes extensive use of card readers, programmed in-house, to provide secure access. Baldwin Wallace maintains an Institutional Animal Care and Use Committee (IACUC) with certification from the Office on Laboratory Animal Welfare (OLAW).

**Essential Duties, Tasks and Responsibilities:** The following outlines the essential functions of the position and should not be considered a detailed description of all duties inherent in the position.

- Reviews research protocols of faculty utilizing the lab space in an effort to stay abreast of and support the faculty and student projects
- Develops the annual budget and capital requests for the lab
- Monitors project progress and provides oversight of undergraduate researchers
- Familiarizes oneself and keeps abreast of current and new regulatory and safety requirements specific to the lab and ensures that lab users are in compliance with those standards.
- Ensures and maintains documentation of student training and health records
- Updates and maintains the Lab Safety Plan and SDS Manual.

- Assumes ownership of the lab equipment including upkeep, preventive maintenance, repair and development of training protocols and procedures for faculty and students.
- Schedules and coordinates use of facilities to prevent potential conflicts between faculty and student projects
- Assesses inventory and orders supplies needed to ensure that the lab runs smoothly
- Supervises and coordinates work schedules of the other lab technical and support staff
- Maintains oversight of breeding and space planning in the animal facility
- Provides training in all laboratory equipment and tasks for undergraduate researchers
- Promotes inclusion of undergraduates in research projects and supports their professional development (e.g., aiding in conference attendance, REU opportunities)
- Pursues ongoing professional development and provides other educational services as needed

**Minimum Qualifications:**

- BS/BA in Psychology, Biology, Chemistry, or Neuroscience
- Several years of experience managing lab projects
- Proficient in a subset of skills used in the Neuroscience laboratory plus a willingness to learn and gain mastery in other techniques (including rat handling and husbandry)
- Strong organizational, communication and interpersonal skills
- Ability to work with minimal supervision and think critically to make decisive and sound judgements
- Personnel management experience strongly preferred

**Working Conditions and Physical Demands:** Work is normally performed in a typical interior/office/laboratory work environment. Must satisfactorily pass a background check. The following physical demands apply to working in a laboratory environment: light lifting, sitting or standing for long periods of time, manual dexterity sufficient to handle specimens and operate equipment. The use of appropriate personal protective equipment (PPE) and adherence to standard lab safety guidelines is expected.

**Compensation:** A competitive salary plus a comprehensive benefits package that includes health and dental insurance, sick leave, vacation, holidays, short-term disability, 403 (b) retirement plan, life insurance and tuition remission benefits.

**Application Procedures:** Review of applications will begin immediately and continue until position is filled. Send resume, cover letter and contact information for three professional references in one (1) Word document or one (1) PDF and submit via the *To Apply* link on BW's Employment and Careers' web page. <https://www.bw.edu/employment>

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