Position: Laboratory Manager

Salary Range: AD-301 10/01-03 $39,215 - $42,247 Per Annum

Location: Van Ness Campus

Closing Date: Open Until Filled

Responsible to: Chairperson, Department of Biological and Environmental Sciences College of Arts and Sciences

Brief Description of Duties

Supervises the educational technicians and provides assistance to personnel in the preparation of teaching aids and instructional materials.

Assists in the preparation of the budgets for supplies, equipment, and materials for laboratory classes; orders supplies necessary to conduct laboratory exercises.

Coordinates duties and schedules of educational technicians and handles routine laboratory matters independently at the direction of chairperson.

Qualifications Required

A bachelor’s degree and one year of specialized experience is required. The one year of specialized experience must be equivalent to as least the next lower grade level. In addition, applicant must possess working knowledge of the Interdisciplinary Science Program procedures and objectives. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position.

University of the District of Columbia is an equal opportunity employer
All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC application and resume to:

Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008