



Wingate University Open Position Description

Position Title: Lab Manager and Safety Compliance Officer, Biology Department

Position Location: Wingate Main Campus

Founded in 1896, Wingate is one of the fastest-growing independent universities in the state, serving more than 3,600 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 400 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at www.wingate.edu

Position Summary: This position is responsible for writing, implementing, and training staff and students in laboratory safety and chemical hygiene standards, and assists in preparatory work of a variety of biology laboratories. This is a 10-month, full-time exempt staff position based on Wingate's main campus.

Essential Duties and Responsibilities:

- Manage all chemical and equipment inventory for the department.
- Maintain contracts and schedule appointments for preventative maintenance on department equipment.
- Develop and maintain an equipment replacement plan.
- Ordering and inventorying lab consumables, supplies, and chemicals.
- Aid in laboratory preparation of a variety of Biology labs.
- Serve as Chemical Hygiene Officer of the department.
- Collect and manage lab waste and arrange for safe and legal disposal.
- Maintain appropriate records and documentation.
- Train all faculty, staff, and students on safety and SOP protocols within the department.
- Develop and maintain standard operating procedures manual and Material Safety Data Sheets for all labs within the department.
- Regular, predictable attendance on campus.
- Other job duties/responsibilities may be assigned at any time.

Qualifications and Experience:

- BS degree in biology, chemistry, biochemistry or other health/ science-related fields required.
- Two years of experience in a laboratory setting preferred
- Knowledge of current local, state, and federal regulations regarding chemical and biological specimen storage and disposal, and committed to continuing education in that area.
- Demonstrated ability to interpret Material Data Safety Sheets.
- Proficiency in MS Office Suite, Google Workspace and similar computer applications.
- Ability to lift 50 pounds.

To apply, submit the following to **Human Resources** at careers@wingate.edu and h.horne@wingate.edu:

- 1) A cover letter expressing interest in the position
- 2) Resume
- 3) Contact information for three professional references

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.