



Wingate University Lab Manager and Safety Compliance Officer - Biology

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,400 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 540 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at www.wingate.edu.

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

Position Location: Wingate Main Campus

Position Summary: This position is responsible for the preparation of departmental laboratories; ordering consumables, plastics, chemicals and reagents; completing an inventory of chemicals, reagents, and other stocks; maintaining service contracts and calibrating equipment; prepping reagents and other materials for laboratories; supervising student assistants; working with faculty on laboratory preparation; and disposal of biological and chemical wastes. Maintaining safety documents, training both faculty and students on best safety practices.

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.
- Preparation of microbiology media, chemical reagents, and consumables for labs.
- Wash and sterilize glassware as needed.
- Aid in laboratory preparation of a variety of Biology labs.
- Serve as Safety Compliance Officer of the department to ensure best safety practices are followed.
- 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.
- Supervise student workers.

Qualifications and Experience:

- Bachelor's degree in biology, chemistry, biochemistry or other health and science-related fields.
- Be familiar with current local, state, and federal regulations regarding chemical and biological specimen storage and disposal and be committed to continuing education in that area.

- Be familiar with prepping reagents for laboratories.
- Must be able to interpret Material Data Safety Sheets.
- Be proficient in Microsoft office and similar computer applications.
- Be able to lift 50 pounds.
- Excellent record keeping skills.
- A commitment to actively support and advance diversity, equity, and inclusion initiatives.
- There may be emergency situations that would require after hours work.
- Commitment to actively support and advance DEI initiatives.

To apply, submit the following to **Human Resources** at careers@wingate.edu and A cover letter expressing interest in the position

To apply, please submit a letter of interest, resume, and contact information for 3 references to Erika Niland, PhD, Chair of the Biology Dept. at e.niland@wingate.edu and Human Resources at careers@wingate.edu. In the letter of interest, please address the opportunities this role has to support Wingate University's dedication to diversity, equity and inclusion.

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. At this time, we are currently seeking candidates with legal authorization to work in the U.S.