

Academic Services Officer (ASO) 1

Department of Chemistry

Wayne State University

The Department of Chemistry at Wayne State University is hiring a full-time Academic Services Officer (ASO) 1 to begin in 2019. Primary duties for this position will include overseeing preparations for the teaching laboratory experiments, making solutions, ordering chemicals, assisting faculty and teaching assistants with laboratory content and procedures, managing hazardous waste generated in teaching laboratories, and performing chemistry demonstrations for undergraduate-level chemistry courses. Additional responsibilities may include chemistry demonstrations in undergraduate recruiting and campus and outreach events. Bachelor of Science degree in chemistry or related field with coursework in organic and analytical chemistry is required. Additional desired qualifications for this position include ability to perform routine maintenance and service on chemical instrumentation, knowledge of hazardous waste and occupational safety regulations with respect to hazardous chemicals, demonstrated ability to supervise others including preparation of written chemical procedures, and experience or training in performance of chemical lecture demonstrations. Candidates should submit a cover letter, curriculum vitae or resume, and a list of three references including contact information. Please submit your application materials at jobs.wayne.edu (job posting number 043997). Review of applications will begin on December 1, 2018, and will continue until the position is filled.

Wayne State University is a premier, public, urban research university located in the heart of Detroit where students from all backgrounds are offered a rich, high quality education. Our deep-rooted commitment to excellence, collaboration, integrity, diversity, and inclusion creates exceptional educational opportunities preparing students for success in a diverse, global society. WSU encourages applications from women, people of color, and individuals from other underrepresented groups. WSU is an affirmative action/equal opportunity employer.