

Physics Instructional Lab Manager Worcester Polytechnic Institute

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Downloaded On: Jul. 19, 2024 12:52am

Posted Jul. 18, 2024, set to expire Nov. 9, 2024

Job Title	Physics Instructional Lab Manager
Department	Physics
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Jul. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Physics - General
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Job Description

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JOB TITLE

Physics Instructional Lab Manager

LOCATION

Worcester

DEPARTMENT NAME

Physics Department

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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Worcester Polytechnic Institute invites applications for a Physics Instructional Lab Manager position for the introductory course sequence. As an integral part of the department, the Physics Instructional Lab Manager provides pedagogical, instructional, technical, organizational, and logistical support to the instructional laboratories for the introductory physics courses. The Lab Manager will directly supervise, train, and schedule graduate teaching assistants and undergraduate peer learning assistants, establish and monitor grading, assess and improve materials, and help maintain and upgrade the operations of the labs. The Lab Manager works closely with all members of the physics community and many organizations across campus. The core values of WPI and the department highlight the importance of respecting and appreciating diversity, fostering a sense of belonging and inclusion, and actively promoting community wellness with a growth mindset. We encourage and welcome applications from candidates who would advance these efforts with us.

JOB DESCRIPTION

Responsibilities:

- Set up laboratory equipment for introductory physics laboratories with the help of graduate teaching assistants and peer learning assistants.
- Maintains introductory physics laboratory rooms, associated preparation rooms, and demonstration room.
- Maintains, organizes, repairs, and/or replaces introductory physics laboratory equipment, computers, and software.
- Schedules introductory laboratory experiments and makeup sessions in coordination with the associated faculty and the Department Office.
- Be assigned, as needed, introductory laboratory sections, as lead or back-up instructor.
- Maintains laboratory student attendance and grade records.
- Supervises and helps train Graduate Teaching Assistants and Peer Learning Assistants in their work in the introductory laboratories.
- Participates in the process of creating new laboratory exercises with faculty, including evaluation and testing of new laboratory activities.
- Helps create, maintain, and update the introductory laboratory manuals, including electronic versions for dissemination on the Learning Management System.
- Supports Departmental and WPI outreach activities.
- Helps create, maintain, organize and set-up, physics demonstrations for the introductory courses and outreach activities.
- Support and/or co-advising on undergraduate student projects.
- Perform other duties as assigned.

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Requirements:

- An advanced degree in Physics is preferred but candidates with a Bachelor's degree (BS or BA) in Physics or a closely related field with suitable experience will also receive full consideration.
- Familiarity with common undergraduate laboratory equipment.
- Preference for some education experience or with operations of undergraduate science laboratories.
- Applicants must be authorized to work for any employer in the U.S.

Salary: \$62,500 - \$71,000. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Physics-Instructional-Lab-Manager_R0002849

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse

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perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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