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Job Description

Mechanical Laboratory Specialist - 1900328



Stony Brook University

Required Qualifications (as evidenced by an attached resume):

Master's Degree (or foreign equivalent or higher) in Mechanical Engineering or closely related field in hand by June 30, 2019. Three (3) years of directly related full-time experience working as a Mechanical Engineer and/or in a laboratory with highly specialized equipment. Due to U.S. Export Control laws and regulations, the candidate hired will need to be a U.S. citizen, lawful permanent resident, or other "protected individual" (as defined by 8 U.S.C. Sec. 1324b(a)(3)).

Preferred Qualifications:

Additional years of directly related experience working as a Mechanical Engineer and/or in a laboratory with highly specialized equipment. Experience teaching undergraduate courses in Mechanical Engineering or closely related field. Excellent computer skills (ie. Microsoft Excel, Word, etc.). Experience designing and planning experiments and assisting faculty in conducting laboratory activities. Experience advising students on the use of equipment and materials in laboratory setting. Experience with developing recommendations for laboratory improvements. Experience maintaining and supervising the use of critical equipment.

Brief Description of Duties: The Instructional Support Specialist will report to the University Instructional Specialist and work with both the University Instructional Specialist and Instructional Support Technician, in the operation and management of the instructional laboratories, as well as supervise the laboratory sections of MEC 316, MEC 317 as well as other laboratory sections as needed. Incumbent will also assist in supporting with senior design projects, faculty research projects and other duties as assigned. Incumbent will use University Procurement system to purchase lab equipment and supplies, and work within an annual lab fee budget to maintain equipment and supplies needed to run lab courses successfully.

The successful incumbent will have excellent interpersonal skills, exercising strong organizational skills with an exceptional attention to detail. Essential for this role is adeptness to work independently as well as part of a team with a collaborative approach to problem solving.

Maintain the junior lab, and other teaching laboratories as assigned. Manage laboratory fee and ABET budgets and remain within allocations each fiscal year. Generate work orders, coordinate and schedule maintenance and repair on all laboratory equipment and perform repairs on equipment as necessary. Purchase all laboratory supplies and equipment via University Procurement system. Organize materials, maintain inventory, and manage waste disposals within EPA & EH&S regulations. Maintain an efficient and safe work environment in all labs. Develop recommendations for laboratory improvements.

Provide instruction and support to students in lab components of MEC 316 (Mechanical Engineering Lab I) and MEC317 (Mechanical Engineering Lab II), along with other laboratory courses as assigned. Advise students on the use of equipment and materials in a laboratory setting. Assist students with their course projects. Teach students how to operate equipment and operate equipment for students when necessary. Assist primary faculty with the development and maintenance of laboratory courses and curriculum, and provide all required reports for ABET accreditation process.

Design and build instructional and research devices based on laboratory needs and faculty specification. Examples may include test fixtures, experimental plants, data acquisition and management systems, calibration and validation mechanisms, etc

Other duties or projects as assigned as appropriate to rank and departmental mission

This is a full time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption.

Stony Brook University is 100% tobacco-free as of January 1, 2016. See our policy and learn more at stonybrook.edu/tobaccofree.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

About Stony Brook:

Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff. SBU is a comprehensive research-intensive university and a member of the prestigious Association of American Universities (AAU), which includes 34 public universities among its 62 members. SBU consists of 12 schools and colleges and a teaching hospital that provides state-of-the-art healthcare in the Long Island region. SBU also manages and performs joint research with Brookhaven National Laboratory, the only Department of Energy Laboratory in the Northeast, and shares doctoral programs with Cold Spring Harbor Laboratory, a world-renowned molecular biology institute. Home to the Emerson String Quartet, the Jackson Pollock House in East Hampton, New York, the Humanities Institute, and the Southampton Arts Program, and with endeavors that extend to the Turkana Basin Institute in Kenya and the Ranomafana National Park in Madagascar, SBU sustains an international reputation that cuts across the arts, humanities, social sciences, and natural sciences.

Stony Brook University is an Affirmative Action/Equal Opportunity employer. We encourage protected veterans, individuals with disabilities, women and minorities to apply.

If you need a disability related accommodation, please call the University Human Resource Services Department at (631) 632-6161 or the University Hospital Human Resources Department at (631) 444-4700. In accordance with the Title II Crime Awareness and Security Act, a copy of our crime statistics is available upon request by calling (631) 632- 6350. It can also be viewed on line at the University Police website at <http://www.stonybrook.edu/police>.

Official Job Title: Instructional Support Specialist

Job Field: Administrative & Professional (non-Clinical)

Primary Location: US-NY-Stony Brook

Department/Hiring Area: Mechanical Engineering-Stony Brook University

Schedule: Full-time **Shift:** Day Shift **Shift Hours:** 8:30AM-5:00PM (evening hours may be required based on course schedule) **Pass Days:** Sat, Sun

Posting Start Date: Mar 6, 2019

Posting End Date: Mar 20, 2019, 10:59:00 PM

Salary: \$65,000-\$75,000

Salary Grade: SL4

Appointment Type: Term

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