

Instrument Facilities Specialist  
Chemistry

**Job Summary**

This position provides maintenance, service, and record keeping of instruments and also provides training and consultation for both students and faculty on the use of equipment in Chemistry laboratories. It requires experience with chemical instrumentation (NMR, IR, UV-Vis, GC-MS, AA, HPLC, Fluorimeters, etc.), familiarity with electronics, safe chemical laboratory practice, and strong computer, organizational and interpersonal skills.

**Please attach both a current resume and cover letter, best combined into a single PDF or Word document.**

**Essential Functions**

***Scientific Instrumentation Service, Maintenance & Operation (60%):***

General maintenance of all departmental teaching and research Instruments (NMR, IR, UV-Vis, GC-MS, AA, HPLC, etc. ). Monitor equipment on a regular basis. Triage/Repair (including arrangement for external repair) of such instruments. Act as department liaison with Science Center and Facilities for services (e.g. HVAC, power) that affect instrument operation. Handle computer instrument upgrades (hardware and software) in collaboration with the Science Center & College Computer support groups (CATS and ITS). Coordinate the operation of the instruments by managing scheduling and keeping logs.

***Training & Curriculum Development (25%):***

Training of students and faculty in the use of instruments. Development of training documentation, videos and/or lectures to provide hands-on instruction in the use of the instrumentation and related experimental procedures. Assist with student independent projects in upper-level laboratory courses; work with faculty to incorporate new instruments and/or experiments into the laboratory curriculum as needed.

***Consulting (15%):***

Work with faculty to design experiments to solve research problems; provide information to faculty about capabilities of instruments; work with faculty to make decisions about instrument purchases; interact with sales representatives concerning demonstrations; keep abreast of the latest technology to inform purchase decisions. Work with Science Center groups (computer and workshop) to set up system back-ups, remote learning, and/or instrument design modifications.

**Minimum Qualifications (knowledge, skills, education, experience, certifications, licenses)**

Bachelor's in chemistry or related field required as well as demonstrated post-baccalaureate experience managing instrumentation

**Preferred Qualifications**

Master's degree or higher preferred. Experience in the field of chemistry education or experience teaching chemistry preferred.

**Skills**

Must be proficient in written and spoken English. Strong organizational, mechanical, interpersonal, oral and written communication skills are required. Knowledge and skills in the areas of chemical instrumentation are required. Experience in the use of computers required. Need to be able to respond to occasional equipment emergencies (power outages, floods, etc.). Must work well independently and as part of a team, take initiative and manage multiple tasks simultaneously.

Please attach/upload a current resume and cover letter in order for your application to be considered for this position.

Review of applications will begin  
January 4, 2021

**Compensation Grade:**

Grade J

**Position Type:**

Regular

**About Smith College**

Located in Northampton, MA, Smith College is one of the largest women's colleges in the country and is dedicated to excellence in teaching and research across the liberal arts. A faculty of outstanding scholars interact with students in small classes, as advisors, and through student-faculty research projects. The College is a member of the Five College Consortium with Amherst, Hampshire and Mt. Holyoke Colleges, and the University of Massachusetts Amherst. Students cross-enroll and faculty cross-teach across the Five Colleges.

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