OPEN POSITION | EPIC SEM Assistant Laboratory Manager
NUANCE Center - Northwestern University

The EPIC (Electron Probe Instrumentation Center) facility includes five SEMs (EDS, WDS, EBSD, lithography systems), four TEMs, two dual-beam FIBs, and 20+ sample preparation instruments. The SEM Assistant Lab Manager is primarily responsible for safety, training, technical assistance and operational management of the electron microscopy and Sample Preparation Facility (SPF) sputter coating, ion-beam thinning, ion polishing, plasma cleaning, metallography, etching, cutting, grinding, electro-polishing, etc. technical operations. Focus is on providing technical, IT and project collaborative support to users, maintaining the facility and instruments, and performing sample preparation, imaging and analysis for facility users. Specific responsibilities include:

Technical - Provides technical support for all SEM and SPF users, including undergraduates, graduate students, postdocs, faculty and external users; utilizes advances knowledge of applications, principles, theories, and concepts to design and troubleshoot projects for the research community; troubleshoots problems with procedures and equipment, and suggests adjustments to protocols; trains EPIC staff and clients in advanced instrument operation and applications; maintains SEM and SPF equipment in good condition; works with instrument vendor service staff to maximize instrument “up time” to promote high level of service to the facility users; continuously monitors and tracks the proper function and reliability of the SEM and SPF instruments; places service calls promptly and tracks completion of attendant repairs and maintenance; develops and maintains systems for communicating instrument status to facility users and management staff.

Administration - Utilizes established safety practices, and is responsible for providing a safe work environment for fellow employees and clients; maintains clear and accurate documentation of the protocols, instrumentation logs, and/or data collected; maintains established laboratory inventories; places orders; contributes to grant writing; assists in the organization of in-house and off-site training; participates in the delivery of presentations, seminars, and workshops; assists with administrative duties necessary for a fee-for-service facility operation such as collecting and/or entering facility billing data.

Minimum Qualifications: Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree; OR appropriate combination of education and experience; two years of relevant domain expertise; four years of technical or other relevant experience.

Minimum Competencies: Excellent verbal and written communication skills; data presentation skills; experimental design ability

Preferred Qualifications: Advanced degree in Electron Microscopy or related physical sciences discipline; experience in laboratory maintenance and safety management; demonstrated interest in advanced laboratory instrumentation and electron microscopy.

Preferred Competencies: Excellence - works efficiently, produces quality work that is both accurate and insightful; Discovery - makes improvements to the way work gets done; collaboration - builds strong working relationships and a positive work environment; diversity - treats everyone with courtesy and respect, providing a welcoming community for all; integrity - acts ethically, seeking guidance when the ethics of a situation are not clear; strong mechanical systems and computer skills and knowledge of basic science principles; ability to work with complex machines and teach skills to others.

Interested candidates will apply via Northwestern’s job portal, Job Opening ID 37665.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.