

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Information Systems Engineer Research Laboratory Manager	<b>SALARY GRADE:</b>	HU-14
<b>DATE CREATED:</b>	June 25, 2014	<b>EEO CODE:</b>	B
<b>JOB CODE:</b>	2134	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:**

Provides the college information systems support and manages the research laboratory. Directs and oversees the daily procedures in the laboratory, but may act independently in running experimental procedures. Maintains computer and network equipment for the College in a safe and functional operating condition, and resolves immediate operational and/or safety concerns.

**SUPERVISORY  
ACCOUNTABILITY:**

Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

**NATURE AND SCOPE:**

Internal contacts are with a variety of staff, faculty and students. External contacts are with staff of corporations and other institutions.

**PRINCIPAL  
ACCOUNTABILITIES:**

Assists in research activities including data collection, evaluation and analyses for research projects.

Provides software support and information processing of experimental data and systems.

Performs independent research in field of nanotechnology using advanced methods and procedures.

Assists principal investigators and faculty in conducting a wide variety of complex research procedures and/or methods related to material sciences.

Performs complex laboratory work with responsibility for the independent development of methods and procedures for data reduction and security.

Compiles data and assists in routine preliminary analyses; maintains research data in laboratory notebook, writes summary reports and reports findings to investigator.

Assists in preparation of progress reports, presentations and materials for meetings as required by the project.

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Operates laboratory and experimental equipment such as materials characterization, microscopes, including optical microscopes, spectrophotometers, centrifuges, analytical balances, photometers and spectrometers; makes minor repairs and makes arrangements for major repairs to be performed.

Calibrates, standardizes, adjusts and maintains all laboratory equipment on a daily basis and keeps a complete maintenance record for inspection.

Inputs information into a variety of computer software packages including spreadsheets, relational databases, presentation packages and publishing software.

Trains students on laboratory safety, standard operating procedures and laboratory protocols.

Performs administrative work in support of research objectives; authorizes expenditures of project funds on day to day laboratory supplies.

Designs, fabricates, repairs and/or operates research equipment for the development of research data as required.

Assesses malfunctions of computer hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations.

Installs computer hardware, peripherals, and network equipment and application software for the purpose of maintaining safe and effective district and site operation including classrooms, library and computer labs.

Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.

Repairs computers, peripherals, network equipment and software, requiring specialized computer and electronics repair skills for the purpose of maintaining computer and network equipment in a safe and functional operating condition.

Stays abreast of advances in technology.

Requests quotations for the purpose of providing cost information, purchasing and securing items.

Upgrades computers, peripherals, network equipment and software applications (e.g. installation, testing, configuring, etc.) for the purpose of meeting the computer processing needs of the users.

Performs other related duties as assigned.

**CORE COMPETENCIES:**

Knowledge of the basic procedures for fabricating and characterizing materials at the Nano scale level.

Knowledge of principles, practices and methods of the subject discipline.

Knowledge of specialized research equipment used in the appropriate field of specialty.

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Knowledge of modern research methods, data collection and analysis and skill in their application.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

Knowledge of: Adobe Photoshop; Internet Explorer; Local Area Network Technology; Microsoft Access; Microsoft Excel; Microsoft Outlook; Microsoft PowerPoint; Microsoft Publisher; Microsoft SQL Server; Microsoft Visio; Microsoft Word; Web Design; Windows Operating Systems.

Competence in Computer Hardware Troubleshooting and Repair Practices and Methods for experimental data analysis.

**MINIMUM  
REQUIREMENTS:**

Bachelor's Degree in engineering, physics, chemistry, material science or related field and 3-6 years of relevant advanced and comprehensive nanotechnology research experience. Master's Degree preferred. 11 years of related work experience may be substituted in lieu of educational qualifications.

**Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.**

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor



**CERTIFIED BY:** \_\_\_\_\_ **DATE:** 06/25/2014  
Department of Compensation