

UofL MNTC Cleanroom Manager Opening
Position 27512
Sept, 2011

The University of Louisville MicroNanoTechnology Center (MNTC) seeks an experienced, enthusiastic, team-oriented candidate to manage the safe and efficient operation of our new center. The MNTC consists of a \$30M, 10,000 sq. ft. class 100/1000 cleanroom, a packaging/characterization lab, and a small MEMS modeling lab (www.louisville.edu/micronano). This position reports directly to the MNTC Faculty Director and interfaces regularly with the MNTC administrative office and several other departments within the University. There are currently 3 fulltime technical staff, 2 part-time technical staff, and 2-3 work study students who report to the cleanroom manager.

LIST OF RESPONSIBILITIES

- GENERAL - Oversee the safe and efficient operation of the MNTC Cleanroom, Packaging/Characterization Lab and MEMS Modeling Lab.
- STAFF - Supervise and coach the MNTC technical staff. Assign responsibilities for the MNTC staff to maintain high levels of equipment availability, process stability and process performance.
- OPERATION - Establish MNTC operation policies/procedures for safe and efficient operation of the center. Provide input on future equipment purchases and coordinate new equipment installations. Provide support as needed with processing, equipment maintenance, and training.
- SAFETY - Coordinate all safety issues and be the primary interface with University DEHS. Serve as a member of the MNTC emergency response team in a leadership role.
- TRAINING - Oversee the MNTC user training program and interface with users as needed. Provide guidelines and oversight to lab TAs for classes which utilize the MNTC.
- REPORTING AND DOCUMENTATION - Oversee authorship, review and use of all documentation associated with MNTC including periodic updates, SOPs, and annual reports.
- BILLING - Responsible for equipment logs and monthly user billing information. Oversee and review MNTC charge rates. Meet annually with UofL Controllers Office to review rates.
- ORDERING - Oversee ordering of MNTC gases, chemicals, garments, materials, equipment and supplies.
- INVENTORY AND SURPLUS - Maintain MNTC inventory and surplus equipment as needed.
- WEBSITE - Oversee the MNTC client website and work with MNTC administrative personnel to update and maintain its content. Assist with content for MNTC brochures and newsletters.
- LEADERSHIP - Participate in developing strategies to enhance the MNTC and increase its usage and productivity, including participation in infrastructure grants. Work with the MNTC leadership team to drive the vision of a premier Micro/Nano Technology Center.
- Other duties as assigned.

MINIMUM REQUIREMENTS

Masters in Eng or the Physical Sciences with substantial background in fabrication. Five years of directly related professional experience. Demonstrated skill in supervising engineers, technicians and scientists. Ability to foster teamwork and work effectively with a wide variety of individuals. Ability to organize and schedule work activity. Proven ability to provide operational documentation. Detailed knowledge of cleanroom operation and safety practices. Strong written and oral communication skills. Strong technical knowledge and hands-on experience with a range of micro-nano fabrication tools and processes. Adequate computer skills. Candidate will be required to give a formal presentation about their vision for the position during the interview process.

ADDITIONAL QUALIFICATIONS

PhD in Engineering or the Physical Sciences is beneficial.

TECHNICAL QUESTIONS

Technical questions can be forwarded to Dr. Kevin Walsh at walsh@louisville.edu. However to apply for this position, one must follow the university application process listed below.

APPLICATION PROCESS

To apply for this position go to www.louisville.edu/jobs and view Job Posting ID 27512. If you need assistance with the application process, please contact UofL Human Resources at (502) 852-6542.