

REVISED AND EXTENDED
Managing Director
Micro and Nanotechnology Laboratory
College of Engineering
University of Illinois at Urbana-Champaign

The Micro and Nanotechnology Laboratory at the University of Illinois at Urbana-Champaign seeks applicants for a Managing Director to support the Director of the Micro and Nanotechnology Laboratory in an effort to assist with the day-to-day functioning of the Laboratory. Specific duties and responsibilities include:

- Administer an MNTL Industry Affiliated Program that includes management of Industry membership agreements, scheduling/facilitating research progress webinars and other project reporting, communications with Industry members, organizing job recruitment opportunities for MNTL graduate students, and organizing an annual MNTL Forum event.
- Establish and supervise the business operation (work solicitation, web site establishment, invoicing, billing) of a compound semiconductor crystal growth shared use cost center that utilizes the newly-installed Aixtron MOCVD reactor.
- Use independent judgment to organize an annual MNTL Board of Advisors meeting including logistics - date, agenda preparation, venue, all communication relating to the meeting, facilitating accommodations, organization of the meeting (materials, discussion panels with faculty/graduate students).
- Assume the lead role in the organization of workshops and symposia that promote interdisciplinary collaboration between MNTL faculty and faculty from other units, universities, and international partners. This includes developing the partnerships amongst these groups for future symposia, workshops, cross-disciplinary seminar series, and proposal activity as well as publicizing the activities and independently becoming aware of opportunities for external funding.
- Primary contact for the management of IT-related problems that include building controls, safety systems, video monitoring, and audio/video communication systems, including specification of MNTL requirements and interfacing with Engineering IT. This involves exercising independent judgment to make decisions concerning MNTL IT policies and application of IT resources.
- Manage space utilization and space assignments within MNTL, including assignment of office space (faculty, staff, and grad students) consideration of new space requests, and reclamation of underutilized space.
- Assist Director and Facility Manager in the prioritization of facility upgrades and changes to the building infrastructure by creating and utilizing a project reporting tool for more accurate tracking of Facility projects thus providing more informed decision making regarding scheduling and prioritizing Facility projects.
- Work with facility manager, University facility/services groups, and University safety officers for development of laboratory safety policies, selection/installation of safety infrastructure, decommissioning of retired laboratory equipment, and new equipment installation.
- Coordinate student, staff, and visitor safety training program, including required record-keeping, development of effective delivery vehicles, and assurance that a cohort of trained personnel are

available for system maintenance, routine toxic gas cylinder changes, evening/weekend laboratory monitoring.

- In collaboration with MNTL Director and MNTL Business Office, establish rates for internal and external users for users of MNTL facilities with goal of operating the lab in a financially sustainable manner.
- Collaborate with the MNTL Director in the conception and establishment of new shared facilities, tools, and services that can be used to strengthen the capabilities of the MNTL community.
- Collaborate with the Directors and Managing Directors of sponsored research Centers within MNTL to develop and deliver training and research experiences to MNTL visitors during events that include the BioNanotechnology Summer School, Engineering Open House, and others.
- Additional duties to promote the laboratory's mission as needed.

Minimum Qualifications:

- MS in Electrical and Computer Engineering, Bioengineering, Materials Science or a related Engineering field.
- 10 years of experience managing a research facility that includes budget reporting.
- Experience in the development and deployment of safety protocols and safety infrastructure, especially in an environment that includes students.

Preferred Qualifications:

- PhD in Electrical and Computer Engineering, Bioengineering, Materials Science or a related field.
- Experience at the Managing Director level for running a multidisciplinary research Center that involves organization of annual meetings and progress reporting.
- Experience in management of facilities that include toxic/flammable gas and their safety infrastructure.
- Experience in preparation of grant applications resulting in award for development of micro/nanofabrication facility infrastructure and process tool capabilities.
- Ability to assist in the identification and specification of new process tools that are consistent with MNTL's mission to be the top university-based facility in these fields.
- Ability to promote and manage access of external facility users, and to operate specific tools as revenue-generating centers.
- Experience in supporting research and development activities that involve compound semiconductor materials growth, compound semiconductor device processing, microelectromechanical device fabrication, and microfluidic systems.
- Excellent writing and presentation skills.
- Excellent organizational skills.
- Deep familiarity with the laboratory infrastructure and process tools used in microelectronics/photronics fabrication, MEMS/NEMS fabrication, and materials characterization.

The Managing Director position is a full-time, benefits-eligible academic professional position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date. Salary is commensurate with experience and qualifications.

To apply for this position, please create your candidate profile at <http://jobs.illinois.edu> and upload your cover letter, resume, and names/contact information for three references by November 19, 2015. Full consideration will be given to complete applications received by the closing date. For further information regarding application procedures, contact Kathy Buss, kbuss@illinois.edu, 217-333-6804.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability, or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu).