

Academic Coordinator in Earth and Planetary Sciences Analytical Facilities

The Department of Earth and Planetary Sciences at the University of California, Riverside invites applicants for a full-time, permanent Academic Coordinator in Earth and Planetary Sciences Analytical Facilities to supervise and participate in a diverse array of analytical procedures. The position requires coordination with departmental faculty, and will involve training, supervision, and/or oversight of a large and diverse set of analytical instrumentation.

Primary duties for this position include the oversight and maintenance of a diverse array of analytical instruments and peripheral equipment in all analytical laboratories in the department. Additional duties include training new users, ordering and invoicing, conducting analyses, and data handling. Additionally, the Academic Coordinator will be a member of the Departmental Safety Committee, serving as the safety officer for the department and ensuring compliance with health and safety standards on campus.

A successful candidate will have a willingness to learn and oversee the wide range of instrumentation in our department, which includes four Delta V isotope-ratio mass-spectrometers, Kiel carbonate device, and several elemental analyzers; single and triple quadrupole inductively coupled plasma mass-spectrometers coupled to an excimer laser; a fourier transform infrared spectrometer; benchtop scanning electron microscope; magnetic-sector gas-chromatography mass-spectrometer, hydrolysis rig; and an XRD device. In addition to the laboratories that house this equipment, departmental facilities include two wet chemistry rock and sediment digestion laboratories, a thin section preparation laboratory, sediment/microfossil preparation laboratory, and a rock cutting, crushing, and mineral sorting facility.

Advancement through the Academic Coordinator ranks at the University of California is through a series of structured, merit-based evaluations, occurring every 2 years, each of which includes substantial peer input.

Minimum qualifications:

- MS in appropriate discipline (e.g., Geology/Geosciences, Earth and/or Planetary Sciences, Oceanography, Environmental Sciences, Analytical Chemistry)
- Excellent communication skills
- Familiarity with laboratory health and safety compliance
- Experience in operating, managing, and/or maintaining one or more of the instruments listed above
- Experience in working safely and effectively in facilities similar to those listed above.

Preferred qualifications:

- PhD in appropriate discipline (e.g., Geology/Geosciences, Earth and/or Planetary Sciences, Oceanography, Environmental Sciences, Analytical Chemistry)

- Several years' experience in managing, operating, and/or maintaining analytical laboratories.

To apply: submit Cover Letter, C.V., Statement of Past and/or Planned Future Contributions to Advancing Diversity and Inclusive Excellence, and contact information for three references to <https://aprecruit.ucr.edu/apply/JPF01429>. Review of applications will commence on November 23, 2021 and proceed until position is filled. For full consideration, applicants should submit their complete applications prior to the above date.

For more information about this position, please contact Dr. Maryjo Brounce, Chair of the Search Committee, Department of Earth Sciences, at mbrounce@ucr.edu. For questions on application procedures and requirements, please contact Ms. Kendall Dunmore, Academic Personnel, at kendall.dunmore@ucr.edu.

UCR is a world-class research university with an exceptionally diverse undergraduate student body. Its mission is explicitly linked to providing routes to educational success for underrepresented and first-generation college students. A commitment to this mission is a preferred qualification.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.

University of California COVID-19 Vaccination Program Policy

As a condition of employment, you will be required to comply with the University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. For new University of California employees, the applicable deadline is eight weeks after their first date of employment.