

# UNIVERSITY OF NORTHERN IOWA

## POSITION ANNOUNCEMENT

**POSITION TITLE:** Laboratory Specialist

**DEPARTMENT:** National Ag Based Lubricants (NABL)

**APPOINTMENT TYPE:** 12 Month, Term, Pay Grade III

**PRIMARY FUNCTION:** Assists with the design and modification of existing and new processes and equipment for the development of biobased chemicals, fuels and lubricants; performs fee-based laboratory testing and research activity and reports results; operates biofuels testing apparatus; and follows and supports ISO certification procedures and other standard operating procedures and methodologies.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Operates standard chemical reactors and participates in the design and modification of existing processes and equipment for the development of biobased chemicals, fuels and lubricants; assists with design of new processes and equipment as appropriate; and assists in devising new testing methodologies when no appropriate standardized methodology exists.
2. Participates in research projects under direction of Senior Laboratory Specialist and/or the Director; completes assigned testing work while following established standardized testing methodologies, Standard Operating Procedures (SOP's), Good Laboratory Practices (GLP's), and ISO certification standards; ascertains appropriate testing methodologies for submitted materials to meet client needs, recognizing when other accommodations are appropriate; and reports accurate test results in proper format within appropriate time frame.
3. Operates biofuels testing apparatus to measure quality and other aspects of biofuels in NABL Center laboratories, according to Standard Operating Procedures and standardized American Society for Testing and Materials (ASTM) methodologies.
4. Follows and supports the NABL Center's ISO 17025 certification procedures, GLP's, SOP's, and all NABL Center safety procedures.

**NECESSARY QUALIFICATIONS:** Bachelor's degree in Chemical Engineering or a related technical or scientific discipline plus at least one year of experience with scientific laboratory techniques required. Knowledge of ISO 17025 documentation and procedures is also required. General knowledge of Computer Aided Drafting (CAD) software as well as familiarity with testing biobased lubricants and making biofuels is preferred. Criminal and other relevant background checks required.

**APPLICATION PROCESS:** Application materials received by February 13, 2009 will be given first consideration. Additional information provided upon request (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Laboratory Specialist Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: [HRS-Applications@uni.edu](mailto:HRS-Applications@uni.edu) URL: [www.uni.edu](http://www.uni.edu) UNI is a smoke free campus.

THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.