

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** **MANAGER, MAKERSPACE**

**Reports To:** Designated Supervisor

**UW Job Code:** 7347

**UW Job Family:** 3C - Instructional/Educational Service

**SOC Code:** 25-9031

**FLSA:** Exempt

**Pay Grade:** 24

**Date:** 10-20-21

### **JOB PURPOSE:**

Manage and oversee the state-wide operation, activities, and facilities of the EERB Student Innovation Center (Wyrkshop). Develop the long-term vision, goals, policies, and procedures, as well as develop and implement annual budgets. Oversee all strategic elements of program administration and operations. Provide supervision of technical and student staff. Oversee the general operations of the state-wide network for equipment and programming. Principal responsibility for the implementation and growth of maker/innovator programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage the operations, activities, and facilities of the Student Innovation Center.
- Manage and supervise technical and student staff, as well as facilitate staffing at statewide locations. Ensure adequate equipment and supplies are readily available to support the needs of patrons.
- Represent UW and UW innovation capabilities in all relevant external venues and circumstances.
- Develop annual budget, reports, and statistics; attend meetings and conferences to increase public awareness of UW and state-wide maker programs.
- Oversee enforcement of policies and procedures regarding safety, training, use of equipment, and access to the space. Ensure that department procedures are being followed.
- Manage and oversee makerspace expansion and collaboration/sharing of programming with national groups.
- Collaborate with UW faculty, administration, staff and state-wide partners to develop interactive curricula, research, workshops, and maker-related programming; establish the center as a resource center for STEAM learning. Solicit community engagement in educational programs through participation in outreach events and off-site activities in the greater Rocky Mountain region.

- Provide expert-level support to the equipment used in the Student Innovation Center; provide expert-level support in the use of software applications used to support the efforts of the innovation center.

**SUPPLEMENTAL FUNCTIONS:**

- Provide on-site computer support and AV Instructional technology support within the Student Innovation Center.
- Serve on committees as appropriate.

**COMPETENCIES:**

- Formal Presentation Skills
- Innovation
- Integrity
- Quality Orientation
- Strategic Planning
- Technical/Professional Knowledge
- Visionary Leadership

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Related field of scientific theories, concepts and methods.
- Research laboratory diagnostic and research tests, methods, techniques and procedures.
- Effective communication and teaching methods, techniques and practices.
- University, federal and state regulations applicable to area.
- Safety, radiological, chemical and biological hazards of the occupation.
- Basic operation and basic and routine research equipment maintenance.
- Laboratory organization of materials, equipment and supplies.
- Research data compilation, statistical analysis, and report writing.
- Purchasing methods and procedures.
- Scheduling methods.
- Record management theory, concepts and practices.
- Curriculum development methods, techniques, and theory.
- Supervisory skills.

Skills and Abilities to:

- Effectively communicate and instruct others regarding diagnostic and research tests, methods, techniques and procedures.
- Detect and analyze experiment results following research protocols.
- Maintain quality control procedures.
- Coordinate and schedule laboratory instruction.
- Order and maintain materials for laboratory usage.
- Supervise lab employees, functions and usage.
- Provide safety instructions to work safely with various equipment and chemicals, mediums, agents, and other lab materials.
- Maintain records for laboratory and experiments.
- Interpret research data and compile statistical results into technical reports.
- Effectively communicate within the scientific community.
- May complete library or other research on new tests, techniques, methods and protocols.

**WORKING CONDITIONS:**

Standard office and laboratory environments. Regular exposure to electrical, mechanical, chemical and fire/explosive hazards, fumes and vapors.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.